



## Victoria Park Community Centre (VPCC) 2016 Main Hall Booking Form



<b>HIRER DETAILS</b>				
<b>Organisation:</b> .....				
<b>Contact Name</b> .....				
<b>Position within organisation</b> .....			<b>Tel No.</b> .....	
<b>Invoice Address</b> .....				
<b>Post code</b> .....		<b>Email:</b> .....		
<b>Day(s) of event</b>		<b>Date(s) of event</b>		
<b>Block booking period</b>		<b>Date from:</b>	<b>Date to:</b>	
<b>Total Booking Time :-</b>		<b>From:</b>	<b>To:</b>	
<b>Charging period will need to include preparation and clearing away times and are to a full 30 minute period</b>				
<b>Time(s) of event</b>		<b>From:</b>		<b>To:</b>
<b>Title of event</b>				
<b>Number of Hours</b>	<b>Residents rate/ Block book Rate</b>	<b>Full Rate</b>	<b>Total Cost per booking</b>	<b>Total Cost if Block Booking</b>
	£15.00 per hr	£20.00 per hr	Room Hire- _____ Catering cost:- _____ Total:- _____	_____ _____ _____
<p>What Kind of set up is required</p> <p>a) – Theatre Style Set ups for 5 - 80 available, top table/s and Rows of chairs depending on size of conference</p> <p>b) - Square / U- shaped Conference for up to 5 - 40 people</p> <p>c) event specific – please ask to speak to the Community Centre Manager to arrange for your event –</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; text-align: center;"> <p>Please note we only accept payment by Cash, Cheque or BACS, A minimum of 4 hours will need to be booked outside the normal working hours</p> </div> <p style="text-align: center;">Main Hall capacity maximum 100 people depending on equipment required in the Hall</p> <p style="text-align: center;"><b>We offer all bookings free Wi-Fi internet access, flip chart paper &amp; stands</b></p> <p style="text-align: center;"><b>We also offer free, subject to availability Projector &amp; Screen. If you require a Projector please tick this box</b> <input type="checkbox"/></p>				
<p><b>REFRESHMENTS – We offer all hires 3 options</b></p> <p><b>Option 1</b> – Non -Catered event – Our café is open from 9am for non-catered events serving drinks, light snacks and hot meals</p> <p><b>Option 2</b> – Provision of Hot water with cups if you wish to provide your own Tea / Coffee Cost £3 per Flask of hot water and 10 cups</p> <p><b>Option 3- Catered event</b> – from just tea and coffee, to a fully catered event (<b>Unfortunately we do not allow outside catering</b>) Options – Tea and Coffee for £1 per cup – Biscuits available at 25p per person Selection of hot and cold buffet options available from £3.75 per person</p>				
<b>Style of room set up required</b>		<b>Numbers attending</b>		<b>No. Flasks and cups for 10</b> Time required
<b>Tea/Coffee- No. of cups</b>				<b>No. of people require Biscuits</b>
<b>Time required for drinks</b>	<b>1<sup>st</sup></b> _____ <b>2<sup>nd</sup></b> _____			
<b>Buffet request Time Required</b>				

o I have read a copy of the conditions for hiring which I accept  *please tick*

o Signed \_\_\_\_\_ Date \_\_\_\_\_

Conditions of Hire 2016



**1. APPLICATIONS**

All applications for hire should be made on a booking form and returned to Victoria Park Community Centre, Victoria Park Drive, Bridgwater TA6 7AS or by email to [info@vpcc.co.uk](mailto:info@vpcc.co.uk)

**2. BOOKING TIMES**

In considering the period of hire required, applicants should note that the times referred to should include time taken for the preparation and cleaning up of the premises prior to and after the function.

As a guide, we recommend as a minimum for small functions 15 mins either side of the actual event and 30 minutes for bigger bookings.

A charge will be made, within the appropriate scale, for any excess period used.

**3. PAYMENT**

The centre is able to accept cash, cheques or bacs payments.

We expect most one-off bookings to pay in advance of the booking taking place, for regular hirers and block bookings the centre offers monthly invoicing.

Please ask to speak to the manager if you wish to choose a different payment method.

Please make cheques payable to 'Victoria park Community Centre'.  
A receipted invoice will be given, if requested.

**4. CHARGES**

The charges for the hire of rooms shall be in accordance with the current scale of charges in force at the time of the hire date/s.

Equipment and administrative services are available and the charges are outlined separately. Please refer to separate list for current charges.

**5. CANCELLATION**

a) By Hirer – if either one or more bookings are cancelled then VPCC shall be entitled to retain the whole or part of the fee paid in respect of such cancellation unless the facilities can be re-let. Charges will apply as follows:

- Cancellation 4 or more weeks before date of hire - no charge
- Cancellation 2 - 4weeks before date of hire - 50% of hire charge applied
- Less than 2 weeks' notice of cancellation - full charge applied

b) By VPCC – VPCC reserve the right to cancel a booking or close the facility at its discretion. The hire charge will be refunded in such circumstances. Where a booking is cancelled, as much notice as possible will be given and where possible suitable alternative dates and venues will be offered.

**6. ADMISSION**

VPCC reserves the right to at its absolute discretion to refuse the admission or to evict any person from the premises.

**7. LOSS OR DAMAGE**

The Hirer shall meet the cost of reinstatement of the premises arising from any damage which may be done to the premises during the hiring.

The Hirer shall leave the premises clean and tidy and shall pay the cost of any special cleaning deemed necessary.

The use of the facility is at the Hirer's risk and the Hirer shall indemnify the VPCC against any liability incurred towards any third party or parties arising out of or incidental to the hire of facilities or equipment and due to the negligence or default of the Hirer or persons or parties under his control.

VPCC shall not be responsible for any loss or damage to any property of the hirer or any other person, left, deposited in brought onto the premises.

**8. USE OF THE PREMISES**

The premises may be used only for the purpose specified on the booking form. In the event of it being used by the Hirer for other purposes, or if these conditions of letting and any other reasonable requests are not complied with, VPCC may immediately terminate the hiring. The booking fee will not be returnable in such circumstances.

The Hirer is responsible for the control of all persons and parties who are admitted to the facility in connection with the booking. The Hirer should also ensure that noise is maintained at a reasonable level so as not to cause disturbance and nuisance to other users of the building.

The Hirer is responsible for ensuring that all fire escapes are kept clear AT ALL TIMES.

**9. PREMISES LICENCE**

Should a Premises Licence be in force in respect of the facility, the conditions attached to the licence must be complied with. Should an extension of the licence be required then contact should be made with Sedgemoor District Council with regard to a Temporary Event Notice.

**10. CAPACITY**

Please contact the Community Centre Manager for advice and guidance.

**11. STRUCTURAL ALTERATIONS**

The Hirer shall not carry out any alterations to the building, nor fix or cause to be fixed any apparatus, equipment, notice or decoration without the previous written permission of the VPCC.

**12. ANIMALS**

No dog, except guide dogs for the blind, or any other animals will be admitted to the facility without the previous consent of the VPCC.

**13. CONTROL**

The Hirer shall during the hiring be responsible for:

a) The efficient supervision of the facility including the effective control of children, the orderly and safe admission and departure of persons from the facility;

b) The safety of the facility and the preservation of good order and decency therein;

c) Ensuring that all doors giving egress from the facility shall be kept unfastened and unobstructed and immediately available for exit during the whole time the facility is in use and no obstruction shall be placed or allowed to remain in any corridor giving egress from the room.

**14. EQUIPMENT AND FURNITURE REQUIREMENTS**

The Hirer must contact VPCC at least seven days in advance of the hiring to ensure that adequate arrangements regarding equipment, furniture are made.

**15. COLLECTIONS AND LOTTERIES**

No collection, game of chance, sweepstakes or lottery nor any betting may be conducted on the premises without the prior written consent of the VPCC.

**16. STATUTORY REQUIREMENTS**

The Hirer shall at all times comply with any statutory requirement or regulations relating to the use of the facility.

**17. ALCOHOL ON PREMISES**

No alcohol shall be brought into, sold or consumed on the premises without the express permission of the VPCC.

**18. USE OF PORTABLE ELECTRICAL EQUIPMENT**

Use of any portable electrical equipment on the premises will be permitted as long as the equipment has had and passed a recent Portable Appliance Test.

**19. USE OF OTHER EQUIPMENT**

The use of bouncy castles/trampolines or any other similar types of play equipment will not be allowed within the community centre.

**20. USE OF HAZARDOUS MATERIALS**

No exhibitions or other performances will not be allowed which involve the use of chemicals, fire, fireworks or smoke machines, nor shall anything be done so as to increase the policy for fire insurance.

**21. CAR PARKING**

Parking is free on site. Please observe all parking signs and road markings.

**22. CATERING**

To confirm the conditions of page 1, the centre does not allow bookings to self cater (with the exception of individual packed lunches) for bookings 8am – 5pm Monday to Friday and Saturday 8am – 2pm unless written consent has been agreed with the centre manager.

**23. VACATION OF PREMISES**

No letting shall continue beyond 11 pm without written permission.

The Hirer will ensure that any item of furniture used is returned to its original position. The Hirer will be responsible for ensuring that the hall is left in neat and tidy after use, and that any rubbish is removed and spillages cleaned up.

Any additional cleaning incurred by VPCC will be chargeable to the Hirer.

**24. ALTERATIONS OF CONDITIONS**

VPCC reserves the right to vary these conditions without notice.