

CONDITIONS OF HIRE

1. The Centre is available for letting for the purpose of meetings, dances, concerts, whist drives, meetings, private parties, weddings and other functions approved by the Committee.
2. The Hirer will be held responsible for any loss or damage to property and equipment which may occur during the period of use by the Hirer. The hirer will report any damage in writing to the Clerk of the Council as soon as possible. Unless specifically agreed in writing, a security deposit as outlined in (10) shall apply to all bookings and is required in advance of use of the facilities.
3. Smoking is not permitted in any part of the premises.
4. Applications for use of the premises should be made to:-

Mr S Beardmore, 26 Hollow Lane, Cheddleton, Tel: 01538 360302
5. Premises must be used only for the purpose for which they are hired and must not be sub-let to any other person.
6. Cheddleton Parish Council shall not be held responsible for loss or damage to any property, including cars, however caused.
7. All bar facilities are to be in the vestibule area or the kitchen only.
8. Cheques etc. for hiring payment should be made payable to "Cheddleton Parish Council" and sent to or handed to the Booking Clerk/Caretaker – Mr S Beardmore, address as at No. 4 above before the hire commences.
9. Unless otherwise agreed in writing, a security deposit of £50 shall be made in advance of all hirings and this will be returned within seven days provided that there is no evidence of loss/damage or any complaint, or excessive noise or misbehaviour or any contravention of these hire conditions.
10. Rooms hired should be left in a tidy state.
11. No variation from these conditions to apply unless previously agreed in writing by the Clerk to Cheddleton Parish Council.



Cheddleton Parish Council

CHEDDLETON COMMUNITY CENTRE

BOOKING FORM

HIRE CHARGES

&

TERMS AND CONDITIONS

1st January 2018

HIRE CHARGES

| Room | Size (ft) | Cost / hour |
|-----------------|-----------|-------------|
| Main Hall | 48 x 22 | £10.00 |
| Room 1 | 24 x 24 | £5.50 |
| Room 2 (Crèche) | 22 x 19 | £5.50 |
| Kitchen | 19 x 12 | £2.75 |
| Mobile | 48 x 12 | £6.60 |

Mobile also has an alcove 12' x 12' and has catering facilities

Preparation /Set Up time £2.75 /hr

Car Park (Car Boot Sales) £11.00

Weekend Bookings – Friday, Saturday or Sunday Evening

Use of Main Hall, Kitchen & Room 1 (Bar / Cloaks) £88.00

No Bar facilities to be positioned in the Main Hall

Bar facilities to be in the vestibule area or Kitchen only

All dances / music to finish by 11.30 pm

All functions to be finished by 12.00 midnight

Hirers must note and comply with the Fire Regulations posted in each room

Hirers agree to comply with the noise regulations

Police are notified of all functions held and may visit during the event

HIRE AGREEMENT

Name of Hirer

Address

Telephone

Function use

Date Time to

Security Deposit £50 (Payable in advance in addition to the hire charge)

Received on behalf of Cheddleton Parish Council *Signed*.....

I, have read the conditions of hire and agree that the security deposit or part thereof may be forfeit if there is any evidence of loss or damage to the Community Centre or its contents, or any complaint of excessive noise or unreasonable behaviour or any other contravention of these terms and conditions and agree that I will personally accept responsibility for ensuring that the terms of this agreement are adhered to by all persons using the premises and grounds in connection with my hire.

Signature Date