

PAXCROFT MEAD COMMUNITY CENTRE BOOKING FORM FOR EVENTS FROM 1st JUNE 2016 UNTIL 31ST MAY 2019

Fees for each of Main Hall 1, Hall 2, Changing Rooms, and Meeting Room :-

Residents/Charities: £12.00 per hour.

Commercial: £25.00 per hour.

N.B. Other rates apply for regular and small business users- please email for details.

All hirers are required to pay the full cost of hire and damage deposit at the time of booking. This deposit is £100 for events that include large scale catering and/or the bar, and £40 for all other events. The deposit will be refunded after the booked event subject to no breakages, damage, excess cleaning (to be determined by our cleaner) or abuse of the facilities.

Booking times must include setting up and clearing up times.

2) Charges for Hirer's use of the mead club bar (Hall 2)

If use of the bar is required, **the bar fee is a flat rate of £50**. This reflects the cost of becoming a temporary member of **the mead club** for that function (which is a licensing requirement) and for the use of the bar facilities between the times required. The Bar closes at the discretion of the bar staff.

Please make a separate cheque for bar charges, payable to "the mead club"

Please Note: For hirers of Hall 1 who have paid the bar fee, access to Hall 2 is for the purchase of drinks only.

3) Notes

- 1. The Committees reserve the right to refuse a booking.
- 2. Only persons over 21 years of age may make bookings.
- 3. Parties of under-21s must be adequately supervised by adults. We suggest a ratio of 1 adult for every 10 persons under 21.
- 4. Cancellation of bookings will incur the following charges: Over 10 days notice no charge. Less than 10 days notice 50% of hire fee. Less than 5 days notice 100% of the hire fee.
- 5. The Centre has public liability cover, but not hirer's liability cover. Hirers are liable for their own insurance cover.
- 6. Unless an extension is applied for and granted, entertainment licence ends at 11 pm. (12pm Fri/Sat).
- 7. Booking times must include setting up and clearing up times. Any breach will result in full/partial loss of deposit.
- 8. **Alcoholic drinks:** Hirers are **not permitted** to bring their own alcoholic drinks onto the premises.
- 9. **Rubbish:** At the end of the hire period, hirers **must** remove any rubbish generated by their event.
- 10. Any damage caused in excess of the deposit will be charged to the hirer.

PPL Licence- Applies to Regular Users Only (private parties are exempt) Please note that you are responsible for obtaining a PPL licence prior to playing of recorded music, such as Radio, DVD, CD, Audio or Video Cassette/TV. Further details can be found at http://www.ppluk.com/I-Play-Music/Businesses/Why-do-I-need-a-licence/.

4) Terms and Conditions of Hire

The Hirer has a duty to ensure that all terms and conditions are abided by. Conditions are available on the Management notice board in the Reception area, on our Web Site - http://www.paxcroftmead.org.uk, or from the Booking Officer at bookings@paxcroftmead.org.uk.

5) Charity Status

The Community Centre is Registered Charity No. 1123423. It is run entirely by unpaid volunteers. Please help us by treating the building and its contents with respect.

Booking Form - <u>PLEASE KEEP THIS PAGE FOR INFORMATION</u> <u>Hirer's Booking Requirements</u> 6)

a)

Date required	Times from /until	Purpose	No. in group	Hall 1 (Main)	Hall 2 (Mead	Kitchen* (included	Meeting Room	Changing Rooms	Total Cost	
•					Club)	with Hall 1)			(£)	
* Whist china mugs, plates, bowls are available, <u>cutlery is not generally available.</u> Please be sure to bring your own cutlery.										

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* Whist china mugs, plate	es, bowls are available, <u>cut</u>	lery is not	generally	available.	Please be sur	e to bring your	own cutlery.		
b) <u>Details of Hire</u>	<u>er</u>								
Type of Hirer: Reside	nt or Charity / Comm	ercial <i>(p</i>	lease ind	licate as	appropriat	e)			
Name:	Address:								
Post Code:	Telephone:			E-mail:					
Payment Method for	Hall/Room Hire (plea	ase tick)	С	ash 🗆	Cheque □	Bank Trans	fer □		
We accept payment l Please make cheques				oft Mea	d Communit	ty Centre".			
For bank transfers, of If you pay by bank tra	ur details are - Bank: ansfer, please use you								
For bar charges (if ap	plicable), please mak	e your c	heque pa	ayable t	o "the mead	l club".			
-	irm that I have read and the charges for the					•	to the Terms &		
Signed:			Printed:						
On behalf of (organisa	ation)				Date.				
[N.B. This booking is a	only valid once signed	below a	nd full pa	ayment i	has been red	eived. Thank	k you].		
Booking Officer: c/o 8 E-mail at bookings@r	rm with your paymen 5, Cornbrash Rise, Tro paxcroftmead.org.uk	owbridge (preferre	ed) or tele	ephone:	01225 8081				
Internal use only:	<u>the </u>		ıb bar red						
Date:	Time period from	to)	Pu	ırpose:				
Number of persons: .	Name:			Pl	none:				
Bar booking is confirr	med for the above dat	es & tim	es:						
Signed (Mead Club of	ficial)	Print	name			Date			

Booking Form - PLEASE RETURN THIS PAGE WITH YOUR HIRE FEE AND DEPOSIT 6

Hirer's Booking Requirements a)

Date required	Times from /until	Purpose	No. in group	Hall 1 (Main)	Hall 2 (Mead Club)	Kitchen* (included with Hall 1)	Meeting Room	Changing Rooms	Total Cost (£)
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* \\/\ =\alpha\ =\alph		howls are available, su	41			Discours to	In advance on the		

Whist china mugs, plates, bowls are available, <u>cutlery is **not** generally available</u>. Please be sure to bring your own cutlery. **Details of Hirer** Type of Hirer: Resident or Charity / Commercial (please indicate as appropriate) Name: _____ Address: ____ Payment Method for Hall/Room Hire (please tick)

Cash □ Cheque □ Bank Transfer □ We accept payment by cash, cheque or bank transfer. Please make cheques for hall/room hire payable to "Paxcroft Mead Community Centre". For bank transfers, our details are - Bank: CAF Bank, Sort Code: 40-52-40, Account Number: 00017559. If you pay by bank transfer, please use your surname/booking date as the payment reference. For bar charges (if applicable), please make your cheque payable to "the mead club". I hereby confirm that I have read and understood the Conditions of Hire and agree to the Terms & c) Conditions and the charges for the hiring of the Paxcroft Mead Community Centre. Signed: Printed: [N.B. This booking is only valid once signed below and full payment has been received. Thank you]. Please return this form with your payment(s) to: Booking Officer: c/o 85, Cornbrash Rise, Trowbridge, Wiltshire, BA14 7TS. E-mail at bookings@paxcroftmead.org.uk (preferred) or telephone: 01225 808108 Internal use only: the mead club bar requirements Date: Time period from to Purpose:

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Number of persons: Name: Phone:

Bar booking is confirmed for the above dates & times: