



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

1) **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.

