



**PAXCROFT MEAD COMMUNITY CENTRE BOOKING FORM**  
**FOR EVENTS FROM 1st JUNE 2016 UNTIL 31ST MAY 2020**

**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](mailto: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.

6) **Booking Form - PLEASE RETURN THIS PAGE WITH THE HIRE FEE AND DAMAGE DEPOSIT**

a) **Hirer's Booking Requirements**

Date(s)	Times		Purpose	No. in Group	Hall 1	Hall 2	Kitchen* (included with Hall 1)	Meeting Room	Total Hire Cost (£)
	From	To							

\* Whist china mugs, plates, bowls are available, cutlery is not generally available. Please be sure to bring your own cutlery.

b) **Details of Hirer**

Type of Hirer: Resident or Charity / Commercial (*please indicate as appropriate*)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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 and booking date as the payment reference.

For bar charges (if applicable), please make your cheque payable to "the mead club".

c) I hereby confirm that I have read and understood the Conditions of Hire and agree to the Terms & Conditions and the charges for the hiring of the Paxcroft Mead Community Centre.

Signed: ..... Printed: .....

On behalf of (organisation) ..... Date.....

[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](mailto:bookings@paxcroftmead.org.uk) (preferred) or telephone: 01225 808108

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Internal use only:                                    the mead club bar requirements

Date: \_\_\_\_\_. Time period from ..... to ..... Purpose: .....

Number of persons: ..... Name: ..... Phone: .....

Bar booking is confirmed for the above dates & times:

Signed (Mead Club official)..... Print name..... Date.....



# **PAXCROFT MEAD COMMUNITY CENTRE**

## **CONDITIONS OF HIRE**

1. Hirers accept that the Centre cannot be held liable for loss or damage to personal property, however caused.
2. Vehicles are parked at owners' risk (note the time restrictions in the car park to the front of the centre).
3. Health and Safety requires that all accidents (even minor) are recorded in the accident book, which is in the kitchen by the first aid box. It is the responsibility of the hirer to record any accident as soon as possible. Any serious accidents must be reported to the Bookings Officer on 01225 808108.
4. Any damage caused by a member of the user group should be written into the building book which is in the kitchen near the first aid box, and reported to the Bookings Officer on 01225 808108
5. Hirers are responsible for what goes on within the Centre whilst using the facility. If they are the only occupiers of the building, we request that the front door is not left open to prevent unauthorised access and any damage that might occur as a result of trespass. Members of user groups who are late should ring the door bell to gain access. Also, please ensure that the facilities and building (if applicable) are securely locked after use.
6. The toilets are not generally open to the public; they are solely for the use of hirers. Any request to use the toilets is a matter of discretion for the user group and should be monitored by the user group concerned.
7. No alcohol is to be brought into the premises. The bar facilities are available to users if booked and paid for. We will not allow for a private licence to be used on the premises.
8. Due to fire regulations, no dry ice may be used.
9. Hirers are responsible for putting away any equipment used and sweeping the floor.
10. Hirers using the kitchen will be responsible for cleaning and putting away any crockery/equipment used.  
The cooker must also be left clean.
11. All rubbish must be collected. Small amounts can be placed in the kitchen bin provided, but anything beyond that must be removed from the Centre.
12. All unnecessary lights and appliances should be turned off at the end of the session to help keep costs down.

The Community Centre is Registered Charity No. 1123423. It is run entirely by unpaid volunteers. We thank you in anticipation for your co-operation in the above, and very much hope that you enjoy the use of our facilities.

Rosemary Hawkes (Secretary to the Management Committee). 17th August 2013.