

Northolme Community Centre Association

Northolme Road, Belmont, Hereford HR2 7SP

BOOKING FORM – OCCASIONAL HIRE

Hirer (Print name) Tel:

Address: Email:

Date(s) of Hire: Event:

Time: From: am / pm To: am / pm Total Hours:

Please ensure time is allowed for preparation and cleaning up after your event (Minimum 3 hours)

Bouncy Castle electricity extra £5 charge: Yes / No / Undecided

TOTAL: £..... Cheque enclosed Cash enclosed To follow

AGREEMENT: I, the named hirer/authorised representative have read and agree the **TERMS & CONDITIONS OF HIRE**

SIGNATURE: Date

Please return this form to the above address

Bookings are only deemed confirmed upon receipt of a completed Booking Form



Please tear off the slip below and retain for your records

Northolme Community Centre Association

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TERMS & CONDITIONS OF HIRE:

Contact: 01432 263687 and leave a message or E-mail: northolmecc@gmail.com

Rate: £10 per hour or part of (minimum 3 hours) includes use of kitchen and heating

Extra Charges: £5 per booking for **electricity** if you have a **Bouncy Castle**
£50 returnable deposit may be required for evening parties to cover any breakages or damages

Licences: Please ensure you obtain any relevant licences before the hire agreement commences

Payment: **Must be made within 10 working days of the hire date or enclosed with the Booking Form**

Cheques: Made payable to **Northolme Community Centre Association** (cash accepted)

Cancellation: Cancellations must be made within 10 working days of the hire or 100% payment will be required

Access: You will be met at the hall **15 minutes** before your start time

Age Limit: All hirers must be over 18 years of age

- ❖ Please ensure **ALL LIGHTS** are **TURNED OFF** and **ALL DOORS** are **LOCKED** when leaving the building
- ❖ Please ensure **ROOM THERMOSTAT** is **TURNED TO ZERO**. **DO NOT TURN RADIATORS DOWN**
- ❖ Please check the **WATER URN** is **TURNED OFF**
- ❖ Please leave the building **CLEAN** and **TIDY**
- ❖ Please bring your own **plastic bags** and **REMOVE ALL WASTE FROM THE CENTRE**
- ❖ **NO SMOKING** is permitted anywhere within the building. A Smoking bin is provided outside the entrance
- ❖ Please **DO NOT USE ADHESIVE TAPE** – **BLUETAC** is acceptable.
- ❖ **ALL BREAKAGES/DAMAGES MUST BE REPORTED and PAID FOR BY THE HIRER**
- ❖ All vehicles are parked at Owners Risk

The Committee very much hopes you enjoy hiring the hall and extends their best wishes to a successful event

Charity Register 1112976

Date Revised: 24 November 2019