

Hire Fee (£95.00) £
Deposit (£250.00) £
AV Hire £30.00 Projector; £20.00 Microphone) £
Tea/Coffee/Water/Biscuits (£2.50 per/head; £1.50 per head without biscuits) £
Total £

BOLNEY MEADOW COMMUNITY CENTRE (BMCCCIC)

Booking* Form

REF & Invoice No: (/)

Date of event _____

Start Time: _____ **End Time:** _____

Please tick requested space: Large Hall Conference/Training Room
Meeting Room Long Room

Organisation Name (if applicable) ("the Hirer") _____

"Main contact" person / Name _____

Main Contact's Address _____

Main Contact's Telephone Number(s) _____

Main Contact's email address _____ @ _____

What is the nature of your activity/event?

Will you (the Main Contact) be present on site during the event/activity?

Please tick Yes No

If not, please provide name and contact details for authorised event coordinator who will be present:

Name _____

Telephone number _____

Email _____

Do you need the kitchen? Yes No **Will you bring in a stage?** Yes No

How many people are you expecting? Adults: _____ Children: _____

*A reduced rate is available for residents on Bolney Meadow Estate. Two proof of residency such as a rent card / utility bill dated within the last 3 months will be required at the time of booking.. In line with the terms of conditions of use and hire, residents who book the hall on behalf of people who do not live on Bolney Meadow Estate will forfeit their deposit as it will be used to make up the revenue lost and BMCCCIC have the right to refuse the resident future bookings at the discounted rate..

Main Contact

All activities taking place at Bolney Meadow Community Centre ("the **Centre**") by a party hiring them ("the **Activities**") should have an identified point of contact ("the **Main Contact**"). The aim of identifying a Main Contact for all Activities is simply to ensure that:-

- (1) The Activities take place in accordance with the health and safety responsibilities set out below ("the **Health And Safety Responsibilities**"); and,
- (2) In the event of an emergency, as a minimum one person present is prepared to co-ordinate a response.

If the Activities involve a large number of people, the Main Contact is responsible for ensuring that there are other people present at the Centre during the Activities who would be prepared to ensure the Responsibilities are complied with, the Booking Terms are complied with, and to assist in an emergency.

Booking Conditions

Prior to any booking of the Centre being confirmed, this Booking Form must be read, signed and logged on Bolney Meadow Community Centre Community Interest Company's (BMCCCIC) booking system.

Full payment of the booking fee ("the **Booking Fee**") specified by BMCCCIC (or as otherwise agreed with BMCCCIC) for the proposed booking of the Centre by the Hirer should be made at least 21 days of the use of the Centre, and should be arranged in advance. All payments should be made payable to BMCCCIC. If the event is less than 21 days then full payment should be made immediately.

Where requested, Hirers should send a copy of their own insurance and/or indemnity insurance to BMCCCIC, 31 Bolney Street, SW8 1EN at least one week prior to the use of the centre (bringing in a mobile stage requires a valid insurance certificate). A scanned copy of a valid insurance certificate sent to contact@bolneymeadow.com is acceptable.

The Hirer is responsible for obtaining in advance any licences necessary for the Activities and for their use of the Centre.

If the Centre is being used for children's activities the Hirer must be in agreement with and sign the **Safeguarding Policy**. The playground situated next to the centre must not be used as it is not under BMCCCIC's management and therefore not part of the hire.

Deposit

Prior to any booking of the Centre being confirmed, a deposit of £250 ("the **Deposit**") must be paid to BMCCCIC within 24hrs of receipt of the invoice. The deposit guarantees the reservation and covers some of the cost, in the event of any damages to the venue. For events more than 21 days in advance, cheque payments are accepted. BMCCCIC reserves the right to pursue damages in excess of £250.00.

If the booking is cancelled with less than 7 days' notice, 50% of the Deposit may be retained by BMCCCIC. No part of the booking fee will be refunded.

Failure to comply with any of the conditions in this Booking Form may result in the partial or total loss of the Deposit and may also affect subsequent bookings by the Hirer and/or the Main Contact of the Centre.

Any damage to the Centre or its contents arising from the Hirer's use of the Centre must be paid for by the Hirer (BMCCCIC may use the Deposit (see below) in part payment for any such damage). The booking fee is inclusive of the cleaning charge and security fee.

If, following the end of the Activities, BMCCCIC is satisfied that the Hirer has complied with the terms of this Booking Form, BMCCCIC will return the Deposit to the Hirer within 10 working days.

Health And Safety Responsibilities

The Hirer or Main Contact will ensure that :-

- Before the Activities are commenced:-
 - Record the names of those present at the Activities (should the Centre need to be evacuated, this list needs to be available to check all are present and safe);
 - Make themselves aware of the nearest First Aid Box and First Aider at the Centre;
 - Make themselves aware of available fire extinguishers and fire escape routes at the Centre;
 - Make themselves aware of the nearest phone / mobile in case a call to the emergency services is required; and,
 - Inform those involved in the activities , before the activities commence , of the procedure to follow in the event of an emergency;
 - Upon arrival at the Centre and prior to commencement of any Activities, the Main Contact will be required to confirm again acceptance of these Booking Terms and Health & Safety Responsibilities by signing on page 4 of this Short Term Hire Agreement and handing this to the BMCC representative.
- Ensure safe handling of equipment at the Centre before, during and after the Activities (e.g moving tables and chairs, portable electrical equipment, hot water urns);
- Ensure that there is no smoking at the Centre;
- Do not take any furniture outside the main hall or premises
- Ensure that (as the Centre is in the middle of a residential area):
 - No excessive amplified music or discos can be heard outside the Centre;
 - The front door of the Centre must be kept closed if amplified music is being played; keep windows closed and make use of the airconditioning units;

- Activities will not commence before 8am (Mondays-Saturdays) or 9am (Sundays) and cease by 10.00pm, with the **Centre being vacated by 10.30pm***; and,
- The noise level from participants arriving and particularly when leaving evening events , is kept to a minimum;
- Ensure that we, Bolney Meadow Community Centre Community Interest Company ("**BMCCCIC**"), are notified of any accident that occurs at the Centre during the Activities, and it is logged in the Accident Report Book at the Centre (kept in Reception);
- At the end of the Activities, ensure that:-
 - Any equipment used during the Activities is correctly stored when clearing up;
 - The parts of the Centre used during the Activities (and outside) are left clean and in the order in which they were found and all rubbish left by those engaged in the Activities is removed from the Centre (failure to do so will result in loss of the Deposit to cover the cost of cleaning);
 - No items are left at the Centre; and,

No parking on the estate

- For queries about our privacy policy or how we use your data, please contact the centre manager on +44(0)20 7820 8132 or contact@bolneymeadow.com and to read full details go to www.bolneymeadow.com.

Agreement With Booking Conditions

I, the Main Contact, have read and understand my responsibilities, and have been informed of all necessary information to enable me to comply with the obligations in this Booking Form. In particular, I have read the above terms and conditions of hiring space at the Centre, and agree to abide by them on behalf of the Hirer.

Main Contact's Name: _____

Hiring Organisation Name (if applicable): _____

Signed: _____

Today's date: _____

Repeat Signature on the day of the Activities: _____

Date: _____