

Caister Community Association

Charity No. 280014

Caister Community Centre

FUNCTION ROOM APPLICATION FORM

Date of Application

Contact Name

Name of Organisation / Group

Hirer Address (Including postcode)

Hirer Contact Number

Hirer Email Address

Please tick the relevant box: Profit making organisation.

Community Group / non-profit making organisation*

Concessions are at the discretion of the Centre Management

Event Description:

Date(s) / Day / Time of the week required
(Including setting up and clearing up time)

| Date / Day | Start Time | End Time |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Fire Regulations dictate that you must:

Complete a “**Room Hire Fire Registration Form**” signing in & out again at the end of hire. Forms are available from and should be left in the Community Room Kitchen. Familiarize yourself with the nearest fire exit route and location of the fire assembly point and ensure all your users are aware.

Declaration

I have read and fully understand the Room Hire Terms and Conditions and I agree to take full responsibility for the duration of hire.

Name of Hirer (Print)

I am aged 18 or over (Signature)

Payment details:

Payments are accepted in cash. Please place cash payments in an envelope, addressed to the CCA Treasurer, with your name, group and booking date. Please make payment via the Social Club bar or to a CCA Representative prior to hire.

Payments can also be made by bank transfer to:

Name: Caister Community Centre Association
Sort Code: 30-99-97
Account No: 01641780

Please state your name as the payment reference

OFFICE USE ONLY

Deposit

£

Booking taken by:

Date:

Other Payment

£

Total

£

Deposit returned by (if applicable)

Date

Receipt No

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Function Room Hire Terms & Conditions

1. Access to the Function Rooms prior to 12 noon, is via the car park side entrance to the left of the building.
2. No subletting is allowed.
3. Proof of Insurance is required for Commercial / Business users.
4. Fire Regulations must be adhered to at all times. A Room Hire Fire Registration Form must be completed for each attendance.
5. Young People - All groups working with young people should have their own insurance and staff checks eg. DBS checks. The CCA takes no responsibility for this and recommends if unsure you seek appropriate advice.
6. The Centre must be vacated within 15 minutes of the end of the hire time on the booking form.
7. The Hirer shall be responsible for any damage incurred to the premises and equipment and for keeping good order.
8. The Hirer must be over 18 years of age.
9. The Hirer will only have access to the room(s) hired.
10. Alcohol consumed on the premises must be purchased from the Social Club Bar.
11. The Hirer must be present at the premises throughout the period of hire.
12. The Hirer must leave the premises in good order.
13. The Hirer should indemnify the Centre Management / Trustees against all actions, proceedings, claims and demands brought or made against the Management / Trustees in respect of any loss, damage or injury sustained by any person during the period of the letting and arising out of letting excepting so far as it is proved the Management / Trustees were negligent.
14. The Centre Management / Trustees may refuse an application to use the Centre's facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the Associations Beneficiaries or supporters.
15. The Hirer must make arrangements with the Centre Management to use the kitchen facilities for catering purposes and all setting up and clearing away of food and equipment must be completed by the Hirer.
16. Use of the kitchen area is at the Hirers own risk. The Management Committee accept no responsibility for any injury sustained whilst using the kitchen area.
17. Any accident / injury must be reported to Management, and should be entered in the Accident Book.
18. Failure to comply with any of the above conditions may result in refusal of any future applications.
19. The Centre Management / Trustees accept no responsibility for any loss of property left at the Centre after the hire time nor liability for any damage to the hirer or any of their users property at any time whilst on the premises.
- 20. Party / One Off Event Bookings –A £30 Deposit is required at the time of booking.**
Full payment is required 7 days prior to the booking. Deposits are returnable on the understanding the Function Room, and Kitchen are left in CLEAN and TIDY CONDITION with NO DAMAGES.
Please refer to the CCA "Fees and Charges Policy" for current pricing
Party / One Off Event Bookings - Cancellation Fee is £30.00

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Fees and Charges Policy

Hire of Function Room (Social Club) is charged at £15.00 per hour
This includes use of the Room, and the option to use the kitchen if required by prior arrangement with the Centre Management.

Hire of Community Room 1 (Main Hall) is charged at £15.00 per hour
This includes use of the Room, washroom and the option to use the kitchen if required by prior arrangement with the Centre Management.

Hire of Community Room 2 (Meeting Room) is charged at £12.50 per hour
This does not include use of the Community Room Kitchen or washroom facility.
Room 2 hire is for the room only, washroom facilities being the either disabled washroom in the main corridor, or the main washroom facilities in the Social Club Bar.

Concessions are at the discretion of the Centre Management

Party / One Off Event Bookings

£30 Deposit is required at the time of booking.

Full payment is required 7 days prior to the booking.

Deposits are returnable on the understanding the Community Room 1, and Community Room Kitchen are left in CLEAN and TIDY CONDITION with NO DAMAGES.

Party / One Off Event Bookings - Cancellation Fee is £30.00.

Deposits will not be refunded, if less than 48 hours' notice of cancellation is given.

The decision of the Management / Trustees is final in respect of return of deposit.

Payment Terms for commercial hire are 14 days from date of invoice.

Charges for loss or damages will be on a professional repair (premises) / replacement (item) basis and will be charged to the Hirer in full should they occur during the period of hire.

The CCA Management Committee