

# WOODCOTE COMMUNITY CENTRE ASSOCIATION

The Old School House, Reading Road Woodcote, RG8 0QY

## **Contract for Hire / Invoice**

Hirer or Organisation ..... Contact tel. No.....

Address .....

wish to hire the following facilities on the .....(date of hire):-

Room	Hire Charge	Max. Nos.	Times Required
Rally Room *	£4.00/ hour	12	.....hours to .....hours
Lions Den * (Inc. use of kitchen)	£5.00 / hour	35 seated or 50 standing	.....hours to .....hours

(\* Delete as necessary)

**Do you have PUBLIC LIABILITY INSURANCE ? YES / NO** (delete as necessary)

Total Cost of Booking: - £..... Reason for booking (e.g.Meeting):- .....

A discount of £1 per hour will be made for 'not for profit' (charitable) local community groups upon request.

**THE COMMITTEE** agrees to permit the hirer to use those premises during those times subject to their "Standard Conditions of Hire" set out below and to the payment of the amount above.

**THE HIRER** hereby undertakes to comply with all these conditions. In order to secure the booking payment must be made ASAP and at least 24 hours prior to booking.

**PAYMENT - Please send a cheque, made payable to "Woodcote Community Centre Association", to: -**

**Julie Turner, 146 Wayside Green, Woodcote, Nr. Reading RG8 0QJ.** If you require a receipt, please tick box

Please read the "Standard Conditions for Hire" before signing this agreement.

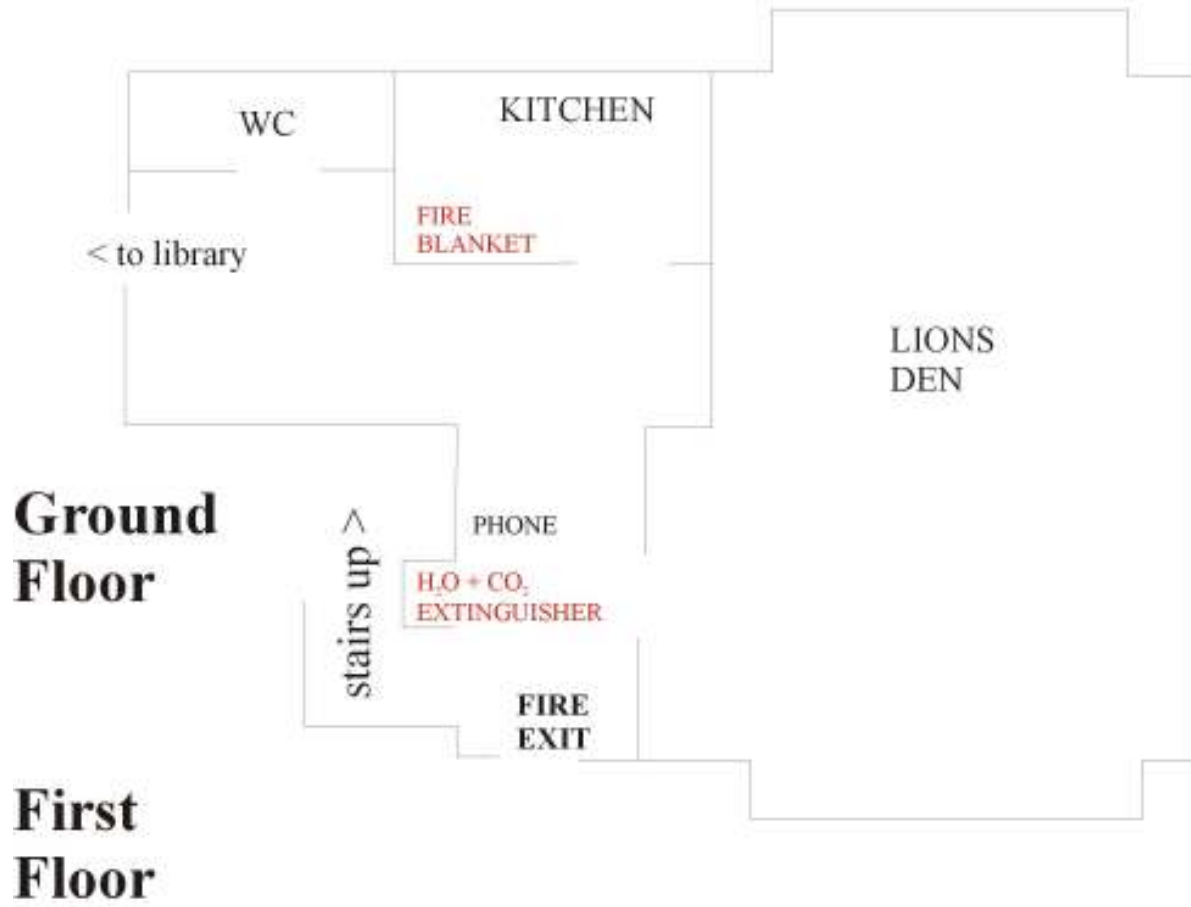
### **Standard Conditions for Hire**

1. The premises shall be used by the hirer only for lawful purposes.
2. The hirer must be over 18 years of age and must be present at The Community Centre for the entire period of the booking.
3. The hirer shall not sub-let the premises or any part thereof.
4. The hirer shall during the period of hire be responsible for the supervision of the building and its contents, the behaviour of persons using and leaving the premises and the parking of cars to avoid obstruction.
5. The hirer is responsible for leaving The Centre in a clean and tidy state and for putting back any furniture moved from its original position. A vacuum cleaner and cleaning materials are provided. The kitchen must be left clean and all cutlery and crockery must be washed up and put away. All refuse must be taken away – **not** left for disposal by the Committee.
6. The hirer shall ensure the building is secure on departure and that all internal lights are turned off (unless another user is in the building). All windows must be closed and the front door deadlocked i.e. not just closed on the latch lock.
7. The hirer must report any damage/breakage or accident to Julie Turner (01491 681727) within 24 hours of the booking.
8. The hirer is responsible for the safety of the hirer's party while in the Centre or in its grounds. The hirer shall during the period of hire ensure that the emergency exits are kept clear and shall acquaint themselves with the location and operation of the fire-fighting appliances (see plan overleaf).
9. The Committee is not responsible for any loss or damage to the personal belongings of the hirer's party.
10. The Committee reserves the right to enter the premises without prior notice at any time during the period of hire.
11. The hirer shall be responsible for obtaining any licences required for the sale and consumption of alcohol on the premise
12. Cancellation charges: - No charge will be made if booking is cancelled with more than 24 hours notice. Less than 24 hours notice to cancel will incur a charge of the full booking fee.
13. The Committee is not responsible for any accident or injury as a result of electrical appliances brought onto the premises. All accidents must be recorded in the Accident Book which can be found in the kitchen.
14. The Hirer shall ensure that decorations are not placed near heat sources or light fittings.
15. The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Committee. No animals whatsoever are to enter the kitchen at any time.
16. The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation of the Hirer.

Signed:..... (for the hirer) .....(name - please print) .....(date)

Signed: ..... (for the Committee) .....(date)

# FIRE SAFETY PLAN



**SEE FIRE SAFETY NOTICE**