

## Leigh Park Community Centre – Hire Agreement

<b>Hirer Name:</b>		<b>Telephone Number:</b>			
<b>Address:</b>					<b>Postcode:</b>
<b>Email Address:</b>					
<i>Note: Person signing must be 21 years of age or over. A responsible adult (over 21 years) must be present throughout the period of hiring. <b>Under no circumstances is alcohol to be consumed by any person less than 18 years of age.</b></i>					
<b>Booking of Community Centre for: (give details i.e. birthday party, conference etc)</b>					
<b>Date(s) Required:</b>		<b>Time Required:</b>	<b>From:</b>	<b>To:</b>	<b>Total Hours Required:</b>
Use of the communal kitchen is free of charge to use...all we ask is... you leave the kitchen clean and tidy.					<b>Free</b>
Do you require a cleaner? (This includes, cleaning of halls hired, kitchen and putting away of tables and chairs)				Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>£50 Fee</b>
Do you require rubbish disposal? (Rubbish <u>must not</u> be left onsite. If rubbish is found anywhere onsite you will be sent an additional invoice for disposal after your event)				Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>£25 Fee</b>
Do you require a staffed licenced bar? <b>(Not available for children's parties) No alcohol must be bought onsite without the permission of the Trustees with an additional fee payable.</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Free</b>
Would you like to sign up to our events email list? Your details for this booking or events will not be passed onto any 3 <sup>rd</sup> parties – General Data Protection Rules are displayed in the foyer, website & can be emailed upon request					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Areas required:</b>	<b>Hall A</b> <input type="checkbox"/>	<b>Hall A</b> <input type="checkbox"/>	<b>Hall B</b> <input type="checkbox"/>	<b>Hall B</b> <input type="checkbox"/>	
<b>Costs per hour:</b>	<b>Weekend one off event rate £18.00</b>	<b>Weekday £22.00</b>	<b>Weekend one off event rate £14.00</b>	<b>Weekday £16.00</b>	
<b>Total cost of hire:</b>	£				
Full payment is due with booking. Please return this form to:		<b>Bookings, Leigh Park Community Centre, Leigh Park Way, Westbury BA13 3FN. Or email: office@lpcwestbury.org.uk</b>			
<b>Payment Methods:</b>					
<b>Cash</b> <input type="checkbox"/>	<b>BACS</b> <input type="checkbox"/> (use surname & date of booking as reference) Account No: 43742407 Sort Code 20-05-06		<b>Debit/Credit Card</b> <input type="checkbox"/> Via the office only, please note we are unable to take card payments over the telephone or by email		
<b>Notes:</b>					
I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate this agreement. Conditions of hire are available for reading in the foyer, by email request to office@lpcwestbury.org.uk or found online at www.lpcwestbury.org.uk. <b>All rubbish must be taken with you, a fee of £25 will be charged for any rubbish left anywhere onsite.</b> By signing below, you have read and agree to the conditions of hire.					
<b>Signature of hirer as named above:</b>				<b>Date:</b>	
<b>Under Insurance rules, if this hiring is for Commercial Purposes, then the Hirer must ensure at least £5m (million) of Public Liability cover.</b>					

<b>For Office Use Only</b>		Amount of cash received:	£	Date
<b>INVOICE NO:</b>		Card payment taken:	£	Date
		BACS payment received:	£	Date