



# Chester Green Community Group

REGISTERED CHARITY No 509555

## **DAYTIME HIRE APPLICATION**

NAME .....

ADDRESS .....

.....

.....

.....

TELEPHONE NO .....

FUNCTION .....

APPROXIMATE NO OF GUESTS .....ADULTS .....JUVENILES

DATE .....

TIME FROM ..... TO .....

### HIRE CONDITIONS FOR WHOLE COMMUNITY CENTRE

1. The hire fee for the Community Centre for "one off" weekday and weekend events between 10am and 7pm is £20 per hour. Rates for hours outside those shown above are available on request.
2. Your booking will be held for 7 days from the initial verbal enquiry. If you wish to confirm it then payment **in full** is required when this booking form is returned. **If the completed form and payment is not returned within the 7 days mentioned above, then it is assumed that you no longer require the booking and the Community Group will be free to re-let it.** If the hirer, with less than 1 months notice cancels a booking, then the full charge will remain due.
3. Depending upon the type of event and number of adults expected at your party, it may be possible to arrange a bar, (limited availability - please ask for details). Note that **outside licenses are not permitted**. All alcoholic drinks consumed must be bar sales. A condition of our license means that children under 16 are not allowed into the bar / lounge area whilst the bar is open. You are also reminded that it is illegal to purchase or procure alcohol for anyone under 18. The License held by the Community limits the capacity of the Centre to 150 people, although for comfort we recommend no more than **90 guests**.
4. The Hirer is responsible for ensuring that any function on the premises is run in accordance with Local Authority Licensing, Fire and Safety Regulations.
5. Where the hirer provides entertainment it must be recognised that this will have to be run in accordance with Local Authority Licensing and Government Regulations with respect to noise & lighting levels, fire &

electrical equipment safety etc. Note - smoke machines are not permitted as they set off the fire alarms. The premises hold a PPL/PRS license, however any outside entertainment is responsible for ensuring that any additional fees are paid. Where appropriate, the hirer shall also send a copy of any advertising material to the Group before any event is advertised.

6. Where children, young people or vulnerable adults are present, the hirer will ensure that any function complies with the provisions of current legislation/national safeguarding guidance and that only fit and proper persons have access to children. A copy of our Safeguarding Policy is available on request.
7. AT THE END OF YOUR FUNCTION ALL FURNITURE SHOULD BE STACKED AWAY, YOUR RUBBISH AND ANY LEFTOVERS REMOVED AND THE CENTRE LEFT CLEAN AND TIDY AS YOU FOUND IT. The hirer is responsible for making good in a manner satisfactory to the Community Group any damage, however caused to the buildings, furniture or equipment arising from the use of the premises.
8. The hirer indemnifies Chester Green Community Group against all liability in respect of personal injury or damage caused to property at the Centre during the hire period and arising from this letting, whether occurring by accident, negligence or act of omission of the individual or body on whose behalf the hiring is made. It is advisable to take out insurance to cover for this. The above indemnity includes food prepared by the hirer or a third party, either on or off the premises. Copies of food hygiene legislation guidelines are available on request.
9. The Community Group reserves the right to refuse any application, or to cancel or terminate any booking. The Group will not be liable for any expenditure incurred or loss sustained directly or indirectly resulting from any such cancellation. The Community Group will return all monies received in respect of a cancellation.
10. The personal information given on this form will be used by the Community Group only and not passed group or organisation.

I have read the above conditions of hire and letting, and agree to be bound by them.

Signature ..... Date.....

A signed copy of this agreement along with \*\* cash/a cheque payable to Chester Green Community Group for the full hire fee should be sent to:

Mrs J. A. Wilks  
1 Marcus Street  
Derby  
DE1 3SE

Mobile 07527 603057

**\*\* BACS** – Co-op Bank, 08-90-05, 50198001, Chester Green Community Group – enter 'private hire + event date' and confirm to the booking officer when paid.

A second copy of this agreement should be retained for your reference.

In case of emergency our Caretaker, Jayne Ingham, can be contacted on 07737 684005

How did you hear about us? Recommendation/website/social media/other.....