

COMMUNITY CENTRE BOOKING FORM 2024/25

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| Name: | |
| Address: | |
| Telephone No & Email Address: | |
| Date Required: | |
| Nature of function, and approximate number of users: | |

| Room – all hire minimum 1 hour charge | Hourly Rate - | Required from | Required to |
|---|--------------------|---------------|-------------|
| Main Hall – <i>Maximum occupancy 120 Banquet 82 *</i> | £22.00 | | |
| Primary Room – <i>Maximum occupancy 58 *</i> | £12.50 | | |
| Sports Hall – <i>Maximum occupancy 120 *</i> No food or drink permitted | £20.00 | | |
| Wesleyan Room (Meeting Room) – <i>Maximum occupancy 50 *</i> | £12.50 | | |
| Kitchen Crocery | Included £21.00 | | |
| *OCCUPANCY LEVELS DEPENDENT ON ROOM LAYOUT – PLEASE CONTACT OFFICE FOR CLARIFICATION | | | |

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| Total booking charge per session | |
| Less deposit paid - minimum 1/3 rd This is to secure the booking and is Non Refundable | |
| Balance due (no later than 4 weeks prior to event date) | |
| PREFERRED PAYMENT METHOD – BACS – Account 52661075 Sort Code: 60.14.10 | |

PLEASE NOTE:

When collecting keys for a weekend event, they must be collected before 12 noon on the Friday before from the Parish Council Office. A returnable deposit of £100 for adult parties and £20 for children’s parties is required to cover any damages or callouts incurred. This will be returned after the event if applicable.

A copy of Conditions of Booking and Fire Safety is overleaf and is hereby acknowledged.

Signed..... Date.....

SILEBY PARISH COUNCIL
CONDITIONS OF BOOKING SILEBY COMMUNITY CENTRE

The person booking the Community Centre will be referred to as the hirer.

1. Any bookings exceeding the period of hire will be charged for at the booking rate per hour. The hire period must include set-up and clear-up times.
2. It shall be the responsibility of the hirer to satisfy himself or herself that the accommodation hired is suitable in all aspects for the purpose for which it is hired.
3. Performing Rights – There shall be no public performance of any dramatic or musical work (whether live or recorded) in which copyright subsists either in the work itself or in the recording of it used, unless the written consent of the owner or the agent of the owner of any copyright has been obtained. It is the hirer's responsibility to obtain any relevant licence for copyright, and to issue Sileby Parish Council with a copy of the licence.
4. A returnable deposit of £100 for adult parties and £20 for children's parties is required to cover any damages or callouts incurred. This will be returned after the event if applicable.
5. The hirer will be responsible for any losses or damage found to have incurred during the period of booking. The hirer will be charged for any replacements or repairs.
6. During the period of booking, the hirer must ensure that nothing is placed in the entrance hall or foyer at any time, as this is a designated Fire Exit area as laid down by the Fire Officer under Fire Regulations. No more than the numbers of people stated on your booking form are allowed in the centre under Fire Regulations.
7. No parking in the Driveway.
8. The hirer is responsible for seeing that the premises are left in a clean and tidy condition, including cleaning of tables, chairs and cooker if used. All crockery must be put away, the dishwasher emptied and kitchen surfaces wiped down. All tables and chairs must be returned to their designated storage area in the Foyer.
9. The hirer is required to provide their own refuse bags, and all rubbish must be disposed of by the hirer.
10. Blu Tack must be used if displaying banners, posters, etc – No sellotape or drawing pins. The hirer will be responsible for paying costs for any damage.
11. No food or drink allowed in the Sports Hall.
12. No animals allowed in the Community Centre
13. No smoking allowed within the Community Centre.
14. The hirer must ensure all lights, water taps and cooker have been turned off before leaving the premises, and to check that all windows and closed and external doors have been locked.
15. The hirer is responsible for returning keys. All keys must be returned to the agreed key holder or Parish Council office. A charge will be made for lost keys or late return of keys.
16. The Parish Council reserve the right to refuse any bookings.
17. The Parish Council reserve the right to enter and inspect the premises at any time during the booking period.

IF YOU DISCOVER A FIRE:



Operate the nearest fire alarm call point.
IF IT IS SAFE TO DO SO AND IF YOU HAVE AUTHORISATION AND APPROPRIATE TRAINING,
attack the fire with the fire fighting equipment provided

Always ensure there is a safe exit route before attempting to extinguish any fire.
Leave the building immediately if you cannot control the fire or your escape route is
threatened.

ON HEARING THE ALARM:

The fire alarm sound is a SIREN



Immediately vacate the premises by the nearest available exit

Close all windows and doors behind you



Go to assembly point

Report to the person in charge of your assembly point
The assembly point is located: King Street Car Park (outside Sileby Little Stars)



**DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.
DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR PERSON PRESENT**

All visitors should be escorted to the assembly point by their host
It is important that they do not leave the area before notifying the senior person present

Checklist

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| Cleaning | Dustpan and brushes are kept in the cleaning cupboard in the foyer. |
| Chairs | Additional chairs to be returned to the chair store cupboard in the foyer. |
| Tables | Additional tables to be returned to the chair store cupboard in the foyer |

Emergency Key holders

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| Julie Lovatt | Monday – Friday – Parish Council Office 01509 813075 |
| Selina Bush 07961 539492 | Out of Office Hours – Emergency Only |
| Alan Higgs 07754 135592 | Out of Office Hours – Emergency Only |