

TWYDALL COMMUNITY CENTRE

Beechings Playing Fields, Beechings Way, Gillingham ME8 6PZ

Email: bookings@twydallcommunitycentre.org

PLEASE SEND COMPLETED BOOKING FORMS TO: The Bookings Secretary, 116 London Road,
Sittingbourne, Kent ME10 1NS

PRIVATE FUNCTION HIRE BOOKING FORM

AREA	SESSION TIMES	HIRE FEES	Fire Regulations MAXIMUM OCCUPANCY NUMBERS
MAIN HALL	09:00-18:00	£20 per hour	Standing 120 Seated 90 Seated at Tables 65
	19:00-22:30	£90 weekdays per session £110 weekends per session	
KITCHEN	09:00-18:00	£5 per hour	
	19:00-22:30	£30 weekdays per session £35 weekends per session	

HIRERS ARE ALLOWED TO ACCESS HALL 30 MINUTES PRIOR TO BOOKING TIME FOR SET-UP AND ARE PERMITTED TO EXTEND THE END HIRE TIME BY 30 MINUTES TO CLEAR AND CLEAN THE HALL AT NO EXTRA CHARGE. ADDITIONAL TIME WILL RESULT IN ADDITIONAL HIRE FEE.

NAME OF HIRER:

ADDRESS (inc post code):

.....

TELEPHONE NUMBER:

ROOMS REQUIRED (please tick): MAIN HALL KITCHEN

DATE REQUIRED:

TIME REQUIRED: From: To:

PURPOSE OF HIRE: **NUMBER OF ATTENDEES:**.....

FEE ENCLOSED: £..... **REFUNDABLE DEPOSIT: £175.00**

(See Rules & Conditions of hire)

SIGNATURE OF HIRER: **NAME IN CAPITALS:**.....

DATE:

SIGNATURE OF TDCA BOOKING SECRETARY:

DATE:

TWYDALL COMMUNITY CENTRE
RULES & CONDITIONS OF HIRE
PRIVATE HIRE AGREEMENT

1. DEPOSITS & FEES

Deposits are to be paid at time of booking. Deposits paid by cheque will be returned by cheque made payable to the original payer. Deposits will be returned within 14 working days after the hire. Hire fee to be paid one month before hire date. Bookings made within one month of the function date must be paid for in full at the time of the booking. **Cheques should be made payable to TDCA.**

The deposit is secured against breakages, damage, additional cleaning or failure to vacate at agreed time. Any breach of hire conditions will result in forfeiture of the deposit. Any damages or cleaning costs in excess of the deposit will result in the fee being passed to the hirer for payment.

An additional fee of £35 is payable by all hirers for the purpose of professional cleaning of the main hall floor. This amount must be added to your hire fee.

2. HIRE TIMES

Included in the hire charges are 30 minutes before the hire time for set up and 30 minutes at the end of the hire time to return the hall to the condition it was found in. Any additional time required will be charged accordingly.

2a. Premises must be vacated no later than 23:00 after evening sessions.

3. CANCELLATIONS

Cancellations must be given to booking secretary as soon as possible. If the hire session is cancelled within one month of the hire date, deposits will only be returned if the hall can be re-let.

Twydall & District Community Association reserve the right to refuse, cancel or terminate any booking or function at their discretion.

4. FUNCTION RESTRICTIONS

We do not accept bookings for celebrations / birthday parties listed below:

Children over the age of 5

16th to 21st birthday celebrations

Hen & stag parties

Functions where the majority of guests are between 16-21 years of age.

5. BOOKING ALTERATIONS

Any proposed alteration to a booking must be notified to the booking secretary no less than 7 days before the event.

6. HIRE CHARGES

Twydall & District Community Association reserve the right to change hire fees at one month's notice.

7. ALCOHOL

Alcohol may be consumed on the premises but **MUST NOT BE SOLD.**

8. TABLES & CHAIRS

Tables & chairs may be distributed by the hirer as necessary. All Trestle tables must be dismantled & returned to the storage area. Any additional chairs used must be stacked in the storage area they came from. Please do not mix the chair types when returning them to storage. Any additional small tables used must be stacked at the far end of the hall. All tables & chairs around the edge of the hall must be returned to their original position. A diagram of the correct layout can be found on the wall in the corner of the hall.

RESPONSIBILITIES OF THE HIRER:

1. Any person signing a booking form must be 18 years of age or over.
2. The hirer must be present at the function.
3. It is not permitted to attach banners, posters, balloons, etc to the walls, doors, or ceiling or any other part of the hall, either internally or externally.
4. It is the responsibility of the hirer to collect & return keys from their nearest key holder. All keys must be returned within one hour of the end of a morning session or by 10am the morning after an evening session.
5. All users of Twydall Community Centre must have regard for our nearby residents. Noise of guests & music must be kept to an acceptable level. If windows or doors are kept open during an event, noise levels (including music) must be reduced. The function must remain within the hall and not be permitted to extend into the car park or onto the green so as not to disturb local residence. Guests are expected to remain in the hall and not go to and fro outside as this may contribute to the cleaning requirements after the event. When leaving the premises, all efforts must be made to leave causing as little disturbance as possible, especially after an evening function.
6. Twydall & District Community Association cannot accept any responsibility for loss or damage to any property of the hirer or any other person connected with the function whilst on the premises or within the grounds.
7. **The premises must be left clean & tidy at the end of the function. The main hall floor , foyer and toilet floors must be swept, all rubbish must be removed & all equipment cleared. All cars must be removed from the car park. All taps must be turned off. All fans/lights/air conditioning units/ heating etc must be switched off.**
8. Any complaints must be made to the Association within 48 hours of the function.
9. Any breakages, damage, etc must be reported to the Association within 24 hours.
10. Hirers are responsible for the behaviour of all persons at their function whilst on the premises both inside and out. Security of the function and the prevention of 'gate crashers' is the responsibility of the hirer. The Association will deduct from the deposit and/or charge a fee for any costs incurred by engaging Police or any other emergency service to preserve order prior to, during or after the function at the premises.
11. It is the responsibility of the hirer to ensure that only persons connected with the function have use of the facilities (eg Toilets).

12. The right of entry to the premises is reserved for any member of the Association or its officers at any time.
13. No function shall terminate later than 18:00 for a daytime hire and 22:30 for an evening hire.
14. Occupation will be restricted to the numbers advised by fire regulations as noted on the booking form.
15. Hirers must ensure that their function complies with any laws concerning copyright, performing rights, etc and appropriate documentation must be submitted to the Association prior to the function.
- 16. FIRE REGULATIONS:** All fire exits must remain clear at all times. SMOKING IS NOT PERMITTED INSIDE THE BUILDING.
17. The hall does not have a public telephone so the hirer must have a fully charged and working mobile phone. In the event of a fire, dial 999 and ask for the Fire Service. Tell the operator the location of the fire as follows:

Twydall Community Centre, Beechings Playing Fields, Beechings Way, Twydall,
Gillingham, Kent ME8 6PZ

Do not end the call until the address has been repeated back to you.
Evacuate the building by the nearest exit and assemble on the main field. It is the responsibility of the hirer to ensure all persons are accounted for.

Alert hall key holders as follows: Lloyd Glover (07903 685405 / 01795 420358) or
Roger Joyce (01795 410187 / 07789 392784)

If the fire is small and can be tackled safely, fire extinguishers are located in the foyer and either side of the stage. There is also a fire blanket on the wall in the kitchen. A first aid kit is also located in the kitchen.
18. Hirers must make their own arrangements for insurance in respect of claims for injury or damage arising from the hire. The Association's insurance covers its own liabilities and NOT those of the hirer.
19. All hirers must ensure that any electrical equipment (eg CD player, lights, etc) are properly PAT tested.
20. It is not permitted to use the stage area without prior permission.

NOTE

THIS IS A LEGALLY BINDING DOCUMENT. SIGNING THIS DOCUMENT CONFIRMS THAT THE HIRER AGREES TO ABIDE BY THE ABOVE TERMS & CONDITIONS OF HIRE. FAILURE TO DO SO WILL RESULT IN LOSS OF THE DEPOSIT.