

Burnhope Community Centre General Hire Agreement

Registered Charity No: 1162463

The Management Committee of Burnhope Community Centre permits the hirer to use the premises for the purposes described, subject to the conditions defined herein and as per the Terms & Conditions of Hire.

Bookings will not be accepted until a signed booking form and payment has been received	
Name:	
Address:	
Type of function:	
Organisation:	
Email address:	
Contact number:	
Date of Function or activity:	
Start and finish time:	
Number of Guests or participants:	
Facilities Required: (ie which rooms, equipment)	

Booking rates	Mon to Fri before 4pm	Mon to Fri after 4pm	Sat and Sun
Main Hall	£10 per hr – members £15 per hr - non members	£15 per hr – members £20 per hr - non members	£15 per hr - members £20 per hr - non members
Meeting Room	£5 per hr – members £10 per hr - non members	£10 per hr – members £15 per hr – non members	£10 per hr – members £15 per hr – non members
Birthday/event hire (Main Hall)	Members - £25 for 2hrs and £35 for 3 hrs plus (max of 4 hrs) Non Members - £35 for 2 hours and £45 for 3 hrs plus (maximum of 4 hrs)		
Kitchen hire	If you will be using the cooker then a £5 hire charge will be incurred. If you just want to use the kitchen to prepare your cold food and for hot drinks no charge will be made		
Total Amount Payable:		£	

Hire of the hall includes full use of chairs, tables plus a fully-equipped kitchen (cooker use charged extra see pricing table)

A TENS Licence will need be to be obtained if alcoholic drinks are to be consumed at the function; an application should be made to the committee in the first instance. The committee reserves the right to refuse permission to obtain a licence without giving a reason.

The Hirer will be responsible for disposing of any rubbish following the event and for any breakages or damage to the hall during the rental period which will be charged for.

Payment Terms:

All bookings must be confirmed by a completed booking form, plus payment in full, at least seven days before the event. The Trustees reserve the right to refuse use/cancel the booking if no payment is made.

Payments can be made by cash or cheque, payable to Burnhope Community Centre Alternatively, payment can be made by direct bank transfer- please ask for details.

The Hirer confirms that they have read the Terms & Conditions of Hire and agrees to abide by the rules therein.	
Signed:	Date: