

St Aelreds Community Centre Facilities Hire Application Form

Please complete, sign and return with the £10.00 non refundable deposit to:

St Aelreds Community Centre, 216B Fifth Avenue, Tang Hall, York, YO31 0PN or email:
contact@staelredsc.org.uk

Name or Company:.....

Address:.....

.....

.....

..... Postcode:.....

Land line No:..... Mobile No:.....

Email:.....

Please tick facility required. Please view T&C's for cost definitions of kitchen hire.

Date(s) Required	Times		Duration	Main Hall	Room 1	Kitchen	Kitchen
	From	To	(Hours)	£17.50 per hour	£8.50 per hour	£7.00 per session	£25.00 per session

Please give a brief description of the event you are hiring the community centre for.

Equipment required (<i>cost inclusive of room charge unless otherwise stated</i>)	Yes	No
Flipchart, pens & pad		
Paper & pens		
Projector & screen		
DVD & screen		
Laptop		
Screen		
Photocopying (<i>see T&C's for cost</i>)		

Refreshments required	Yes	No
SACC supply (<i>see T&C's for cost</i>)		
Hirer supply		
Finger buffet (£7.00 per head)		
If SACC supply, Number catering for?		

Total Cost of hire	£
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Indicate Method of Payment		
Cheque	Cash	BACS

Signature: Date:.....

Print Name:.....

St Aelreds Community Centre Terms & Conditions of Facilities Hire

Venue

The St Aelreds Community Centre Venue is available for exclusive hire and is perfect for private the professional usage of all kinds. The facilities include:

1. large main hall with capacity for 60 delegates, a flexible wood floor, sound and projection equipment.
2. smaller meeting room with capacity for 15 delegates
3. professional catering kitchen with serving hatch to the main hall.

The venue has ramped access, toilets for the disabled and baby changing facilities. There is also a large car park for up to sixty vehicles with CCTV.

Availability

Monday – Sunday 8.00am to 10.00pm

Bank Holidays:

Please note the community centre will not have administration or caretaker cover on the following statutory holidays: Christmas Day, Boxing Day, New Years Day, Good Friday, Easter Monday.

Cost of Hire:

Main Hall:	£17.50 per hour
Meeting Room 1:	£8.50 per hour
Kitchen for refreshments only:	£7.00 per session*
Full use of Kitchen:	£25.00 per session*

* The kitchen charge £7.00 per session is for the preparation of tea, coffee and soft drinks, ONLY by Hirer.

* The kitchen charge of £25.00 per session is for the use of cooking facilities for the preparation of food.

The cost of equipment hire is included in the room costs with exception to photocopying which is 5p a sheet.

Refreshments

The price per head Includes tea, coffee, biscuits and water

£1.50 per head

£1.00 per litre of juice

Deposit

A £10 non-refundable deposit is required per booking prior to event. **No event is secured or booked until the deposit is paid.**

Cancellation

Cancellation charges apply to the total booking venue, to include room hire, pre booked refreshments/catering and equipment if **four working days** notice of hire cancellation is not given.

Any cancellation of a confirmed booking must be given in writing or email following a telephone call.

Payment

Final numbers etc. should be notified not later than two working days before the meeting

Food and refreshment will be charged on numbers confirmed as at two working days prior to the meeting.

Should an event exceed the hours stated/booked for the event/meeting St Aelreds Community Centre reserves the right to payment by cheque or bank transfer for the additional time.

Remaining payment of hire must be paid within 30 days of event by cheque, cash or BACS transfer.

Usage of Centre Equipment

The hirer is responsible for the hired equipment for the duration stated on the application of hire form. Prior arrangements for access to the stated equipment must be made with the centre administrator.

NOTE: Centre Laptop

No data is to be saved on the community centre laptop. Though the laptop has anti virus installed, the laptop will be checked after use and the hirer will be responsible for any/all cost if any viruses are transferred to the hired laptop.

Personal Belongings

St Aelreds Community Centre except no responsibility for the hirer/users property if used on or brought to the premises, for either loss or damage.

Smoking Policy

A "No Smoking" policy is in force throughout the Community Centre building.

Fire Procedures/Health & Safety

The hirer/users will observe and comply with the housekeeping and security rules of the Community Centre in all rooms.

The Hirer's/Users must familiarise themselves with the Health & Safety procedures displayed on the notice board. The Hirer's/Users must familiarise themselves with Incident Procedures displayed on the notice board and report any incidents, using the form provided.

Criteria of Hire

The wearing of stiletto shoes, narrow based heels or black soled shoes (that mark the floor) are not permitted in the Community Centre.

The main hall and meeting room MUST be cleared of all rubbish and left in a clean state on departure.

If used, the kitchen MUST be cleared and cleaned on departure.

Damage

The hirer is responsible for the hired facility/equipment for the duration stated on the application of hire form. The hirer is responsible for the full payment of any damage to hired facility or equipment during the period of hire and will be invoiced for payment.

Breach of Terms and Conditions

St Aelreds Community Centre may terminate or suspend the booking at any time for any of the following reasons.

- If in the opinion of St Aelreds Community Centre the premises or rooms have become unfit for use, in which case any fees paid to date will be refunded, except in the case where the unfitness arises as a result of the action of the Hirer/User/Guests.
- If in the opinion of St Aelreds Community Centre the usage is deemed unsuitable, may cause damage or likely to lead to an unacceptable risk to the public or a breach of the peace, then the centre reserves the right to refuse hire.
- For non payment of fees due as set out on the Hire Application.

The decision to terminate or suspend this hiring under any of the above reasons shall be at St Aelreds Community Centre discretion alone. St Aelreds Community Centre will give the Hirer prior notice so far as is practicable in the circumstances but shall not be liable for any damages or consequential loss or additional expense incurred or sustained by the Hirer arising out of any such termination or suspension.

I have read and will abide by the terms and conditions of hire.

Signature:

Date:.....

Print Name:.....