

The Village Centre.
Booking form for regular bookings
Contact details

Name:

Address:
Postcode:

Telephone Number:

Mobile:

E-mail address:

What is the purpose of your booking? (Please state below)

.....

Day of booking

Times of booking (*please include setting up and clearing away*)

.....

When do you wish to start?

Finish?

Will you be continuing through the school holidays? Yes/No

Which room/s do you require? (*please circle*)

Hall (includes kitchen)

Small Meeting Room

Upstairs meeting room

Café

You are expected to leave the room/s as you find them. Would you like our cleaner to come in and clean afterwards? (£10 per hour) Yes/No

Please see note at the end of this form

Total cost £.....

Please make cheques payable to "St. Jude's Village Centre"

Your hire fee is payable in advance and an invoice will be raised and sent to you.
An additional charge may be made if our cleaner needs to clean up after you.

I have read and understand the conditions of hire and agree to adhere to them while using the premises.

Signed.....



The Village Centre – Conditions of Hire

For the purpose of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

The hirer shall not be a person under the age of 21 years of age.

1. All bookings should be made through the Village Centre Manager, and will be confirmed on receipt of the completed booking form and payment. The Village Centre reserves the right to refuse any bookings which are not in accordance with the booking policy. (set out below)
2. Acceptance of a booking implies only the use of the particular area of the building and during the times agreed as per the booking form.
3. Smoking is not permitted anywhere on the premises.
4. If using loud music you are asked to respect our neighbours. Monday to Friday music should finish by 10pm. Saturday by 11pm. If you wish to go beyond these times please speak to the Centre Manager.
5. Alcohol is not permitted anywhere on the premises, however the Management Committee reserves the right to waive this rule in certain circumstances. Please speak to the Centre Manger in the first instance.
6. Drugs are not permitted anywhere on the premises
7. Collection of the keys by the hirer will be arranged with The Village Centre Manager during the week before the function date. The hirer shall, during the period of hire, be responsible for the security of the building and shall at no time leave the building unattended.
8. The hirer shall, during the period of hire, be responsible for supervision of the premises, protection of the fabric and contents from damage and the behaviour of all persons using the premises. Children should not be allowed to leave the building at any time during the event, and should be under adult supervision at all times.
9. The hirer shall, during the period of hire, be responsible for the proper supervision of car parking arrangements so as to avoid the obstruction of the access lane and local highway. Please note that parking restrictions apply in Victoria Street; there is a public car park at the top of the street.
10. The Village Centre Manager will be responsible for ensuring heating and lighting is available and ensuring the room is in a reasonable state prior to use.
11. The hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking.
12. The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

13. The hirer shall ensure that any electrical appliances brought by him/her to the premises and used there shall be safe and in good working order, used in a safe manner, fitted with effective suppressors and properly earthed and insulated. (PAT Tested)
14. The hirer shall be responsible for making adequate arrangements to insure against any third party claims which may fall against the hirer or his/her organisation whilst using the premises. The Village Centre does not accept responsibility for loss or damage to the hirer's effects during the time of hire or for injury to any person unless negligence on the part of the committee can be proven.
15. The hirer shall be responsible for observing all regulations affecting the premises imposed by the Fire Authority, the Local Authority or the Licensing Justices and must not contravene the laws of betting, gaming and lotteries.
16. The hirer shall not sub-let the premises. The hirer shall not use the premises for any unlawful purpose or in any unlawful way. The hirer shall not bring into the premises anything which may endanger the premises, their users, or insurance policies relating thereto.
17. The hirer shall indemnify The Village Centre in respect of repair of any damage done to any part of the premises or contents of the building during a booking.
18. The hirer shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
19. The hirer is responsible for clearing away its own equipment and disposing of their rubbish at the end of the period of hire (please do not use our bins but please take rubbish home with you). **Failure to comply with this will incur a cleaning charge.**
20. The Village Centre reserves the right to charge the hirer for additional costs for cleaning, repairs or loss replacement – this includes the refilling/replacement of fire fighting equipment that has been used in a non-fire situation.
21. The hirer acknowledges that no tenancy is intended to be created between The Village Centre and the hirer and no relationship of landlord and tenant exists between them.
22. All commercial hirers are to provide their own Public Liability Insurance and provide a copy of such to the Centre Manager before the first date of hire.
23. The Village Centre regards the safe care and protection of children to be of utmost concern. Groups that hire or use the premises are expected to share this concern and make appropriate provision for the children in their care. The hirer confirms that it is familiar with the Home Office Guidelines 'Safe from Harm' and has undertaken to follow their recommendations in relation to work with children and young people. (www.homeoffice.gov.uk/docs/harm.html) The hirer, upon accepting and signing this agreement agrees to comply with these regulations.
24. Minimum recommended child supervision levels are as follows:

0-2 yrs	1 adult for every 3 children	1:3
2-3yrs	1 adult for every 4 children	1:4
3-8yrs	1 adult for every 8 children	1:8
Over 8yrs	1 adult for the first 8 children and then an extra person for every extra 12 children.	

Please note that there should ALWAYS be more than one adult on site when working with children.

25. The Village Centre reserves the right to cancel or change a booking in exceptional circumstances. Any booking fee will be subsequently refunded. The Village Centre cannot be held liable for any costs incurred by the hirer as a result of a cancelled or changed booking.
26. The full hire charge will be made on bookings unless cancelled by the hirer 22 days before the hire date.
27. The right is reserved for a member of The Village Centre Management Team to enter the building at any time.
28. Any complaints should be made in writing to the Village Centre Manager, The Village Centre, Victoria Street. Englefield Green TW20 0QX
29. The Village Centre building is still owned by the Methodist Church and therefore all bookings come under section 92 of The Constitutional Practice and Discipline of the Methodist Church. For clarification please speak to the centre manager.

The Village Centre, Victoria Street, Englefield Green, Surrey TW20 0QX
Email: linda@villagecentre.org.uk