

FAIRFORD COMMUNITY CENTRE Ltd

Application for Room Hire at Fairford Community Centre

Name of Hirer (to be invoiced)

Address of Hirer

Contact

Telephone

E mail details

Organization

(Details of Room capacities and hire charges are shown on page 2)

Rooms Required

Maximum Number of People
Attending at any one time

Activity to be undertaken

Is setting up service required(Answer Yes or No)
* please note there is a charge of £10

Is Cleaning Service Required (Answer Yes or No)
*please note charge of £10 per hour

Opening / Locking of building required(Y/N)

Date of Hire

Time Required Start Finish

Total Hire Charge as agreed.Amount deposit paid.....

I agree to abide by the Full Conditions of Hire (a full set of the Conditions of Hire are available from the Community Centre)

I agree to pay the invoice submitted by FCC Ltd within 14 days. Cheques to be made payable to 'Fairford Community Centre Ltd'

Signature Date

ROOM	LOCATION	MAXIMUM NUMBER OF PEOPLE	COMMERCIAL RATE / HR	STANDARD RATE / HR	CONCESSION RATE / HR	CONCESSION SESSION RATE / 3HRS
Farmor	Ground Floor	110	Negotiable	£10	£8	Not Applicable
Heritage	Ground Floor	25	Negotiable	£6	£4	Not Applicable
Barker	Ground Floor	35	Negotiable	£10	£8	Not Applicable
Keble	First Floor	100	Negotiable	£8	£6	Not Applicable
Tame	First Floor	25	Negotiable	£6	£4	Not Applicable
Mico	Second Floor	20	Negotiable	£5	£3	Not Applicable
Kitchen	Ground Floor		Negotiable	£5	£5	Not Applicable
Courtyard/ Walkway	Ground Floor		Negotiable	£5	£5	Not Applicable

Minimum Charge of 1 Hour NB. There is a 10% surcharge for weekend functions

Cleaning Service if requested: £10 for first 30 minutes and then at £10 per hour per. Final charge will be based on the actual time taken by the cleaner.

Cleaning Charge if the Room is left in an unsatisfactory condition: £10 for first 30 minutes and then at £10 per hour. Final charge will be based on the actual time taken by the cleaner.

ABRIDGED CONDITIONS OF HIRE. Note: The Hirer will be deemed to have accepted the full Conditions of Hire

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| <p>1. Use only the rooms identified on the booking form.</p> <p>2. Keep emergency exits clear at all times.</p> <p>3. Record details of all accidents or damage in the appropriate book located with the first aid kit in the Farmor room</p> <p>4. Do not use Nails, tacks, pins, Sellotape, Blu-Tack or other like materials on walls or doors</p> <p>5. No smoking is permitted in any part of the building.</p> | <p>6. Alcohol is only permitted with prior consent of the Trustees.</p> <p>7. Guide dogs or personal assistance dogs are the only animals permitted within the Community Centre.</p> <p>8. Events involving children must satisfy the provisions of The Children Act of 1989.</p> <p>9. Electrical appliances brought into the building must be safe and in good working order.</p> | <p>10. Before leaving:-</p> <p>a. Put back and re-stack any furniture or equipment that has been moved.</p> <p>b. Switch off all taps, lights and appliances (except the fridge).</p> <p>c. Shut doors and windows.</p> <p>d. Take your rubbish away and leave the areas used clean and tidy.</p> <p>e. Check that everyone has left the building.</p> |
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June 10

