

Llanidloes Community Centre

Correspondence address: Community Centre, Mount Lane, Llanidloes Powys SY18 6EY

FORM OF APPLICATION FOR HIRE OF ALL OR PART OF THE COMMUNITY CENTRE

(please use capital letters and make sure copies are clearly legible)

I,..... ('the Hirer'), of (address, incl. postcode):

.....

..... Post Code.....

hereby apply to the Trustees ('the Owner') to hire:

Main Hall Bailey Room Canteen Stage

according to the following schedule (please specify dates / regular days as appropriate, and times):

Date:.....Time(s).....

for the purpose of:

Contact phone No:.....

and we hereby agree to pay the sum of £..... for such Hire, and agree to observe the Terms and Conditions set out on the reverse of this booking form.

Signature(s) of Hirer: date

Accepted by :date

Hirer: Please sign and return two copies to:

Bookings, Llanidloes Community Centre, Mount Lane, Llanidloes SY18 6EY

PLEASE ENSURE YOU HAVE READ AND UNDERSTAND THE CONDITIONS PRINTED ON THE REVERSE OF THIS BOOKING FORM.

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TERMS AND CONDITIONS

Paperwork

Please always certify in writing as above, and pay all hire charges in full by cheque to "**Llanidloes Community Centre**" prior to your actual hire. Exceptionally, and by prior agreement with the Trustees, we may accept a deposit and issue an invoice for the balance later. Please provide an SAE if you need a receipt.

General Terms

Please note that you as Hirer may not sub-let the Centre and that you are personally responsible for maintaining good order both within and outside the Centre and showing due courtesy to the Centre's neighbours in relation to car parking, leaving space for the passage of the Emergency Services, etc. At the end of your hire the Centre must be left clean, secure and tidy. Windows and doors locked; chairs and tables stacked as indicated; all taps, urns, lights, etc. except security lights, switched off; sinks, toilets, etc. fit for use. The thermostats should be re-set to 10°C and all rubbish removed from the site. Any damage incurred during the period of hire must be made good or paid for.

Hirers **must not** use electrical equipment that is not P.A.T. Tested.

Equipment and possessions

Any equipment and possessions brought into the Community Centre by the hirer is brought there and used at the hirers own risk. Personal effects should not be left in the centre without express permission from **all** the trustees. No liability is accepted for any items left by the Hirer at the centre.

Insurances, Licenses etc.

Please note the hirer is responsible for ensuring the Centre is appropriate for your purpose, and for any accident or injury arising there from. The hirer is therefore responsible for arranging any necessary insurances, licences, Child Protection Clearance, etc. relating to their activity. The Trustees, their agents and Insurers cannot be held responsible for any loss, damage, injury or penalty incurred to any property or persons resulting from fire, vandalism, or assault, breakdown of machinery or electrical, gas or water supply, or legislation. The Trustees reserve at all times the right of entry, and may be obliged to decline, cancel or curtail your hire if you are unable to produce appropriate evidence of such insurance or licences, or are clearly in breach of any other of these Conditions.

Health & Safety

- Smoking is prohibited throughout the premises.
- Please do not use any electrical or other appliances, nor attach any flags, posters, bunting, balloons, advertisements, decorations, etc. in the Centre or the grounds of the Centre without the Trustee's prior agreement, nor use any apparatus, furniture, etc. in the Centre other than for the purpose for which it was clearly primarily designed, nor apply any nails, screws, 'blutack', sellotape, etc.
- Health & Safety legislation requires you to familiarise yourself and your group/club, etc. with Fire Escapes, Extinguishers, etc; also to provide details of any accident or incident occurring which did or could give rise to injury or illness, as soon as possible after the accident / incident, and in all cases before leaving. Please also notify the Centre Manager as soon as possible, and in all cases within 24 hours.
- A book is provided for recording such details, and also the details of any witnesses, apparatus, etc. involved (NB: any apparatus or equipment involved must by law be retained for inspection by the HSE)