

# WarwickGates Community Centre

Managed by St.Margaret's Parochial Church Council, Whitnash.

## Booking Form - Hire of Facilities

April 20.... – March 20....

Please read the conditions carefully and then complete this form in **BLOCK LETTERS**.  
All accepted bookings are subject to the conditions of hire attached.

1. Contact Person.....  
2. Name and address to appear on invoice.....  
.....  
.....  
Tel (home).....(mobile).....e-mail.....

### 3. Facility Required

**CHURCH HALL**

**FOYER AREA**

**KITCHEN**




### 4. Type of Booking

a) Regular

b) One-Off / Event

Day	Time

### 5. Special requirements

Seating  Tables  Flipchart  Mics

Projector Stand  Crockery  Hot Water

Other

Please specify in detail.....

6. How did you hear about us?  Website  Recommendation

Press  Repeat booking  Other

**I have read and understood the conditions of hire and agree to abide by them.**

Signed.....Date.....

**CONDITIONS OF HIRE**

The following conditions of hire will form the basis of a legally binding contract between Warwick Gates Community Church/Centre and persons hiring the facilities at the Warwick Gates Community Church/Centre. Completion of the attached application form signifies acceptance of the Conditions of Hire.

**Charges/Payment/Cancellations**

The rates and conditions will be reviewed annually.

a) Regular block booking

Payment within 14 days of a regular monthly invoice from the Church/ Centre's office.

b) One-off /special events

Payment on receipt of invoice

Cheques are payable to **St.Margaret's P.C.C. Warwick Gates Community Centre.**

**A breakages/damages deposit** is required from those holding parties or other high-risk activities. £100.00 currently for parties ranging to £500.00 for adult 5-a-side football.

a) Block bookings

At least one week's notice must be given otherwise the full charge will be levied. Unavoidable cancellations by regular users will be treated on an individual basis at the discretion of the Church/Centre management.

b) One-off bookings

An administration charge of £20.00 will be charged on every confirmed booking that is cancelled. At least 72 hours notice of cancellation in writing is required otherwise full charge will be levied.

**Insurance**

The Hirer shall indemnify Warwick Gates Community Centre against all actions, costs, claims and demands in respect of damage or injury to a person, animal or property which may arise out of the activities of the Hirer.

The Hirer shall take out adequate insurance against reasonably foreseeable risks. Evidence of such must be produced prior to confirmation of booking.

**Qualifications**

All coaches, instructors and teachers hiring the facilities for the purpose of teaching others will be required to produce evidence of a suitable qualification before confirmation of the booking can be made. Teachers of Aerobics and similar activities shall also produce evidence of holding a current PPI Licence.

**Changeovers**

The booking time is to include time for equipment to be set up, taken down or stored and for venue to be cleaned and left as found. This should be a maximum of 5 minutes per hour booking for Badminton and other sports and up to an hour for parties.

**Use of Electrical Equipment**

All items of electrical equipment brought onto the premises, must comply with the current Electricity at Work Regulations. Hirers will provide proof that all electrical items have current test certificates.

**Alcohol**

The consumption of alcohol on the premises is prohibited in line with our lease with WDC.

**Hirers must ensure that: -**

- a) All accidents and injuries are to be reported as soon as possible to staff
- b) Any damage/faults with equipment/fixtures/ fittings to be reported to staff
- c) All litter is to be removed or placed in the bins provided
- d) Training shoes, which do not mark the floors are to be worn in the sports hall
- e) Refreshments are only permitted in the foyer and kitchen areas. No chewing gum, food or drink is to be taken inside the sports hall or into any carpeted area unless authorised
- f) A no smoking policy is adhered to throughout the facility
- g) No animals are allowed inside the facility with the exception of Guide Dogs/Dogs for the Disabled.

**ANY ABUSE OF THE ABOVE CONDITIONS COULD RESULT IN A CHARGE BEING LEVIED ON THE HIRER AND USE OF THE FACILITY WITHDRAWN**