

Nettlebed School & Community Centre

'Meeting the needs of our Community'

High Street, Nettlebed, Henley-on-Thames, RG9 5DA

BOOKING FORM FOR HIRE OF PREMISES

Name of Applicant:

Address:

..... Postcode:

Home Telephone: Mobile:

Email:

Name of Group

(if applicable)

Purpose of booking:

Please tick which facilities are required:

..... COMMUNITY HALL SCHOOL HALL COMBINED HALLS ... ALL WEATHER PITCH

Date(s) required:

Time required (including set up / clear up):

- I undertake to pay the appropriate charges (see Users' Guide) and enclose a cheque (payable to N.S.C.C.) / cash for £..... . I also enclose a REFUNDABLE DEPOSIT (for cleaning, if necessary): £10 or £20 (for Combined Halls).
- I undertake to appoint a Steward to see that the Fire Exits are kept clear of obstructions at all times as per the Users' Guide.
- I acknowledge that NO SMOKING IS PERMITTED on the premises.
- I agree to remove all rubbish from my hire of the premises.
- I undertake to see that order is maintained on the premises in keeping with the ethos of the school and community, to make good and pay for any damage to the premises of furniture, fixtures and fittings in consequence of the hiring and to leave the premises in at least as clean and tidy conditions as at the commencement of the hiring.
- I understand that access codes to the premises will be provided and are to be kept strictly confidential.
- I also undertake to indemnify and keep indemnified Nettlebed School & Community Centre (N.S.C.C.) and the Joint Use Committee (JUC) against all claims arising out of this Letting whether made by third parties or otherwise.
- I agree to ensure the access codes are kept strictly confidential.

Signature of Applicant (*I am over 18 years of age*):

Date:

Please return to the Lettings Officer at Nettlebed Community School.

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CONDITIONS OF HIRE

1. All application for use of premises should be made not less than 10 days prior to the date required, stating intended use, date and hours of hiring.
2. The maximum number of persons permitted under the Fire Regulations is as follows: Community Hall 130; School Hall 240; Combined Halls 370; All-Weather Pitch 30.
3. The Walled Garden may be hired by arrangement.
4. No alcohol is to be sold unless the Hirer provides evidence that an appropriate Licence has been obtained by the Hirer. The N.S.C.C. holds a Premises Entertainment Licence (displayed on the notice board in the Community Lobby) but this does not include the sale of alcohol.
5. The Hirer shall ensure that all necessary licensing and other legal formalities concerned with any activity undertaken in the course of the Letting e.g. Concert, play, film, dance, music, video etc., are complied with and that copyrights are not infringed.
6. Hirers must respect the residential nature of the area and must not disturb neighbours, particularly if leaving the premises late at night.
7. Noise levels must avoid being anti-social, with no music after 11.30 pm except by prior agreement with the N.S.C.C. and are in line with any additional licensing requests.
8. The time of hiring must be strictly adhered to and access to the premises for setting-up for preparatory work in connection with the Hiring must be covered by an extension of the hiring period. Hirers should only use the areas they have booked.
9. The premises must be left as found, locked and vacated by the agreed time.
10. The setting up of the facilities hired and the restoration as found, together with the removal of all rubbish after the event, are the responsibility of the Hirer.
11. The N.S.C.C. reserves the right to refuse to accept any booking if considered inappropriate.
12. Any damage is to be reported to the Lettings Officer and rectified at the Hirer's expense.
13. CAR PARKING: Persons bringing or parking cars in the car parks do so at their own risk. Neither the School nor the N.S.C.C. accepts any responsibility for loss or damage caused to or by vehicles or persons using the car parks.
14. The Hirer shall appoint a Steward to see that the Fire Exits are kept clear of obstructions at all times.
15. The person(s) signing the Booking Form is responsible for compliance with these Conditions. The Hirer must ensure that no unauthorised persons are permitted to enter the premises. Such responsibility cannot be passed on to another person and sub-letting is forbidden.
16. Hirers are responsible for providing their own First Aid Kit.
17. All fees shall be fully paid 10 days prior to the date of hire. Cheques should be made payable please to N.S.C.C.
18. Please refer to the Users' Guide for further details. This can be found on the notice board in the Community Hall and also on the Parish Council website: www.nettlebed.org.
19. By signing this form the hirer is accepting the conditions of the Risk Assessment – details of which are displayed on the notice board in the Community Lobby.
20. The Hirer shall agree to all terms as outlined in the Users' Guide.