



## Room Hire Booking Form 2021/2022

Name of Person making the Booking including contact details	Name  Address  Email  Phone
Hiring the Room	<p>Unless otherwise agreed the hirer will pay a fee of <b>£25 per hour</b> for the period of hire which must include set up and clean up time. If you are engaging a third party to provide entertainment etc then you may be charged from when they need access to the hall.</p> <p>The hall is only available when not in use by regular User Groups and can normally be booked between 9.00am – 21.00pm. Any variation on these hours must be negotiated separately.</p> <p>A £10 deposit may be required to secure the booking. In the event of cancellation, damage or Centre not being left as found you may be charged an additional sum. A deposit of £50 will be required for teenage parties, which may be non-refundable in the event of any damage or additional cleaning being required.</p>
Date Requested and Start and Finish Time	Date  Start  Finish
Payment	<p>The hire charge will be paid in full immediately prior to the event. You can pay by cash or bank transfer to Springfield Community Association at <b>Barclays Bank – sort code 20-23-81 and account number 63654249</b>. When making payment please use the reference Function/ followed by your family name</p>
Health & Safety	<p>The hirer is responsible for the supervision of premises and people during the period of hire. This means responsibility for health and safety including fire safety of everyone present as well as ensuring a safe environment for children, young people or vulnerable adults. A responsible adult must be on site at all times.</p> <p>The hirer must ensure that the number of people attending the event is appropriate to the type of activity. Any third-party entertainers engaged must have the necessary insurances</p>

	and only use electrical equipment which has a safety test certificate
<b>COVID Safety</b>	All visitors to the Centre are required to follow the current government guidelines. This may include social distancing and the wearing of masks. Everyone should use the hand sanitiser provided. At the end of the event any chairs or tables used should be wiped with the surface sanitiser provided and returned to the store. It would also be appreciated if, before leaving key touch points are wiped down. Plastic gloves and aprons are provided if needed.
<b>Additional Points</b>	The hirer must remove all property/belongings of those attending the function at the end of the event, and ensure that the premises are left in the same state of tidiness and cleanliness as they were at the start of the event. All food debris, cans and containers should be removed from the premises. The Association cannot accept any responsibility for any loss/damage to or theft of any property belonging to any person(s) attending the event. Before leaving the building make sure no one is still inside and lock up as instructed.

I have read and understood the terms of hiring the room and agree to be bound by them.

Name

Signed

Date

Please return this form either by email or to the address below