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|  | **20, BUTLAND ROAD, CORBY NN18 8JF**  01536 742054  theovcc@hotmail.co.uk  www.oakleyvalecommunitycentre.org.uk  Company Number: 8189686  Charity Number: 1152468 | **Booking / Invoice number**  **2021/2** |

**The Community Centre’ COVID guidelines (on display by the front door)**

**must be adhered to at all times. WE APPRECIATE YOUR COOPERATION.**

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| **Name of Person / Organisation** | | |  | |
| **Address** | | | | **Contact details** (Phone & e mail) |
| **Purpose of Function** | |  | | |
| **Expected total attendance** | | |  | |
| **Number of under 18 year olds** | | |  | |
| **Rooms required** (please specify) Main Hall / Foyer | | | | |
| **Is the kitchen required** ? | NO / YES | | | |

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| **When** | **Day(s) of week** | | | **Start Date** | |
|  | **Number of weeks** | | | **Finish Date** | |
| **Times** (allow for setting up and clearing away within times) | | | | | |
| **Start time** | | **Finish time** | | | **Total hours** (*1hour minimum*) |
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| **Hire charge** (total hours at set rate)  £25 per hour plus £50 refundable deposit | | |  | | |

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| **All payments to Oakley Vale Community Centre by bank transfer if possible please** | | |
| **Bank** HSBC | **Sort Code** 40-18-12 | **Account Name Account Number** 21503014  Oakley Vale Community Centre |

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| **Please advise your bank details for deposit return** | | |
| **Bank** | **Sort Code** | **Account Name Account Number** |

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| **Hirer Declaration**:- I have read the conditions of hire and will abide by them. I enclose a deposit of £50 and will pay for the hire in full 1 week before the booking. (*For full conditions of hire, see over*) | | |
| Signature: | Name: (please print) | Date: |

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| **Confirmation**:- I confirm the booking and receipt of the deposit. | | |
| Signature: | Name: (please print)  (Booking Officer or deputy) | Date: |

**IMPORTANT BOOKING PAYMENT / OTHER NOTES AGREED (if any)**

**CONDITIONS OF HIRE.**

1. The Oakley Vale Community Centre (OVCC) Board reserves the right to refuse a booking.
2. Bookings can only be made by persons aged 21 and over. For all bookings which include under 18’s, there must be a minimum of 2 adults or 1 adult for 10 under 18’s, whichever is the greater.
3. The maximum occupancy is 100 people seated in hall or 200 standing in hall or 50 people in Foyer only. Any booking involving 80 or more attendees (40 or more for Foyer must be agreed in advance.
4. Any damage or breakage caused, or excessive cleaning required will be charged to the hirer at cost.
5. Cancellation of a booking will incur the following charges: over 14 days notice - no charge: less than 14 / more than 7 days notice - 50% of hire charge; less than 7 days notice - 100% of hire charge.
6. A deposit of £50 is payable with the booking (£100 for individual booking continuing after 9pm). It will be retained and used to pay any cancellation, damage / breakage, late arrival, call out, and overrun charge. Any overrun (late finish) will be charged in units of 1 hour plus any loss from other bookings affected. A deduction may also be charged for failure to comply with booking conditions and/or user instructions. Where there is no call on the deposit, it will usually be repaid within 14 days for the booking. The hire charge is due no later than 7 days before the date of the booking.
7. Where appropriate for the activity, the hirer is responsible for having current policies and procedures for Safeguarding of Children and Young People, protecting Vulnerable Adults and for carrying out a Health & Safety Risk assessment. If any of these have implication for and/or requirements on OVCC, OVCC must be informed at the time of the booking. Copies of any assessments and appropriate qualifications of staff must be provided to OVCC.
8. Hirers accept that the OVCC cannot be held liable for loss or damage to personal property, however caused. All equipment brought to the Centre and/or stored there is at the owner’s risk. Vehicles are parked at owners' risk.
9. The Centre has public liability insurance cover but no cover for the hirer’s activity. Hirers must arrange their own cover and provide OVCC with a copy of the insurance cover note.
10. There is no Entertainment or Alcohol use licence for the Centre. Thus, no alcohol can be brought onto the premises without prior consent from OVCC. No alcohol can be sold or shows take place on the premises without obtaining a temporary licence.
11. No smoking is allowed anywhere on the Centre site except in the designated area.
12. Health and Safety requires that all accidents (even minor) are recorded in the accident book, which is located on the table outside the office in the foyer*.* It is the responsibility of the user group to record any accident as soon as possible. Any serious accidents must be reported to the duty Caretaker / Cleaner or a member of the Board*.*
13. Any damage caused by a member of the user group should be written into the building book which is located on the table outside the office in the foyerand reported to the duty Caretaker / Cleaner or a member of the Board.
14. Hirers are responsible for what goes on at the Centre whilst using the facility. They must be present to take over from the Caretaker / Cleaner at the hire start time (failure to do so will result in the Centre being locked up when the Caretaker / Cleaner leaves site) and remain in the building until the Caretaker / Cleaner, or deputy, is on site, unless alternative arrangements have been made. Hirers are expected to prevent unauthorised access and any damage that might occur as a result of trespass. Members of user groups who are late should ring the doorbell to gain access.
15. The toilets are not generally open to the public; they are solely for the use of hirers. Any request to use the toilets by others is a matter of discretion for the user group.
16. In order to avoid activating the fire alarm, no dry ice or smoke machine may be used. No fireworks can be set off within the building or in the external areas.
17. Hirers are responsible for putting away any equipment used, sweeping the floor, cleaning the kitchen, if used, cleaning and putting away any crockery/equipment used and cleaning the cooker.
18. All rubbish must be collected. Small amounts can be placed in the kitchen bin provided, but anything beyond that must be placed in the outside bin in the compound. "Escaped" balloons must be retrieved at the end of hire, as they can trigger the intruder alarm when they deflate & sink.
19. All unnecessary lights and appliances should be turned off at the end of the session to help keep costs down. Taps should be checked to be sure all are fully off.
20. Should the Centre be required for an election, hirers will be advised as soon as possible.
21. OVCC Staff, Board & Committee members may in the building during the hire but will avoid interfering with the hirers’ activities.
22. As the Centre is close to houses, noise, inside and outside, should be kept to a minimum and blinds drawn at night. Except in an emergency or with the agreement of OVCC, fire doors must be shut.
23. Unless specific approval to the contrary has been made, all music & other sound generated in the Hall must be played using the Centre’s own sound system.
24. Except for assistance dogs, no animals are allowed in the Centre.
25. The Hirer must comply with the Centre’s User instructions.
26. In the event of a dispute, the decision of the Board is final.