



Stoke Hammond Community Centre

Registered Charity No: 277654

Bragenham Side, Stoke Hammond, Buckinghamshire, MK17 9DB

For Bookings & General Enquiries please call 01525 270151 or **07799 396990
alternatively email enquiries@shcommunityassociation.co.uk**

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|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------|
| Hirer's Name: | | | |
| Hirer's Address: | | | Post Code: |
| | | | |
| Mobile Number: | | | Phone Number: |
| Email Address: | | | |
| Date of Hire: | | Purpose of Hire: | |
| Duration: (to include time for setting up & clearing away) | Start time: | Finish time: | |
| | | Please see special note for times after 6PM | |
| Numbers Attending: | Main hall (maximum seated 120/with tables 100) | Meeting room (maximum seated 50/with tables 40) | |
| Space Required: (please mark with an X) | Main hall and kitchen | Meeting room | Whole centre |
| Requirements: | Number of trestle tables | Number of banqueting tables | |
| | Number of chairs | Disabled ramp yes/no | |
| | Pre-school tables and chairs available upon request | | |
| Are you hiring any play equipment/inflatables for your event : (please mark with an X) | yes | indoor | no |
| | If YES please provide name and details of the supplier. Futher details can be found on our website: www.stokehammondcommunitycentre.com | | |

On-site free private parking is available for hirers - max 20 cars

Additional on-street parking may be available outside of the Centre on Bragenham Side

Failure to comply with the Terms and Conditions in full will result in forfeiture of your deposit.

By returning this form you are deemed to have accepted the Terms and Conditions of hire.

DECLARATION I have read the Terms and Conditions of Hire and agree to abide by them otherwise I am aware my deposit will be forfeited as a whole.

Signed: _____ Print Name: _____ Date: _____

Signature of person taking booking: _____ Date: _____

Monies received: cash _____ cheque _____ BACS (event date as reference) _____

Payment: Stoke Hammond Community Association A/C 65576888 sort code 60-14-55 Please use event date as reference.

Please give bank account details to ensure prompt return of deposit.

Name on account _____ Number _____ sort code _____

Hire fee _____ Emailed Receipt required yes/no

Hire Fees: To be paid with deposit on booking or within 4 weeks of the event. Failure to do so may result in the hire being cancelled and the deposit returned minus the hire fee.

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|--------------|-----------------|--------------|--------------|
| Meeting room | Parishioner* | £13 per hour | £130 per day |
| | Non-Parishioner | £16 per hour | £160 per day |
| Main Hall | Parishioner* | £15 per hour | £150 per day |
| | Non-Parishioner | £19 per hour | £190 per day |
| Whole Centre | Parishioner* | £23 per hour | £230 per day |
| | Non-Parishioner | £28 per hour | £280 per day |

*** By definition this means that the hirer is a permanent resident of the Parish of Stoke Hammond**

The booking is not confirmed until the completed booking form and a deposit received of £100 for Parishioners (£125 for Non-Parishioners). The deposit will be refunded within 5 working days via BACS assuming the centre is left in a satisfactory condition. **NOTE: For hires running past 6PM we will require along with the completed booking form photographic ID of the hirer in the form of a copy of their driving licence or passport. All provided ID will be destroyed after the hire.**

There will be an extra charge in the event of a hirer's late arrival and /or departure from the specified hire time. After 15 minutes £25 will be retained from the deposit and after 30 minutes £50 will be retained. Hirers are responsible for cleaning after their hire and if any necessary cleaning costs are incurred then the amount will be deducted from their deposit.

Deposits may also be retained if the Terms & Conditions of Hire are not adhered to and /or loss or damage is incurred. The refunding of a deposit is at the discretion of the Management Committee and mitigating circumstances will be considered.

Online booking and payment:

Forms: Further forms can be downloaded from the website: www.stokehammondcommunitycentre.com and emailed to enquiries@shcommunityassociation.co.uk

Booking and payment in person:

Forms: These can be collected from Ann Payne 12 Phoebes Orchard, Stoke Hammond, MK17 9LW or the Community Centre Bragenham Side and returned to Ann Payne or the Community Centre.

Payment: Please make cheques made payable to Stoke Hammond Community Association. These are acceptable unless booking 7 days or less before the event.

The Community Association will open and close the centre at the specified times, but it is the hirer's responsibility to set out tables and chairs and replace them at the end of hire. Except under very exceptional circumstances the hirer should not leave the building unoccupied or before the end of hire and the arrival of a Community Association representative to lock up the building.

If there is an exceptional need to leave before the specified end of hire time, the hirer must make contact with a centre member whose telephone numbers are displayed on the entrance lobby notice board. Similarly, if during the hire period, the hirer wishes to extend the period of hire, they must again make contact with a centre member to see if this extension of hire can be accommodated. Any such extension of hire if approved will be charged at the flat rate of £25 per hour and deducted from the hirers deposit before its return.

Access and usage of the play garden at the side of the building is strictly out of bounds and NOT for use of hirers.

Owners or drivers of vehicles parked in the car park area to the front of the Community Centre do so entirely at their own risk. The management of the Community Centre accepts no liability whatsoever for any loss or damage to any vehicle or its contents.

PLEASE NOTE: The Community Centre is a non-smoking no vaping venue. It should also be noted that no form of smoke/fog generating machines or smoke wands/grenades are allowed to be used inside the centre building.

Bouncy castles, which must be suitable for indoor use (maximum height 2.8m and with protective matting) are only permitted INSIDE the Community Centre and permission must be obtained from the Management Committee. If permission is granted, the hirer must provide the name and details of the supplier before the hire date. The same permission must be sought with the name and details of the supplier before the hire date if a bouncy castle or other play equipment/inflatables are to be used on the land immediately to the rear of the Community Centre building

Hire of the Community Centre does not include exclusive use of the field to the rear. It is only the land to the immediate rear of the building that forms part of the Centre. If you wish to use the field as part of your hire, then permission must be obtained from the Stoke Hammond Parish Council clerk via email

clerk@stokehammond-pc.gov.uk If using a bouncy castle or other play equipment on the field, the hirer must provide the Parish Council clerk with full details of the supplier and a copy of their liability insurance and safety inspection certificate before the hire date.

Terms and Conditions of hire available on our website: www.stokehammondcommunitycentre.com