



Stoke Hammond Community Centre

Registered Charity No: 277654

Bragenham Side, Stoke Hammond, Buckinghamshire, MK17 9DB enquiries@shcommunityassociation.co.uk

Chair Greg Noble 01525 270744 Vice Chair Tracie Bailey 07973 158368

Secretary Barbara Munn 01525 270049 Bookings Ann Payne 01525 270151

Caretaker Ted Andrews 07540 604130

Bookings 01525 270151 / 07555 711929 Centre 01525 270501 (Buttons pre-school hours only)

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:
Numbers Attending:	Main hall (maximum seated 170/with tables 100)		Meeting room (maximum seated 75/with tables 40)
Space Required: (please tick)	Main hall and kitchen	Meeting room	Whole centre
Requirements:	Number of trestle tables		Number of banqueting tables
	Number of chairs		Disabled ramp yes/no
Hiring bouncy castle: (please tick)	yes	indoor	outdoor no
	Please see reverse of form for conditions		

Table linen available for hire on request.

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) _____

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 2 weeks of the event.

Meeting room	Villagers	£10 per hour	£80 per day
	Non Villagers	£12 per hour	£100 per day
Main Hall	Villagers	£12 per hour	£120 per day
	Non Villagers	£15 per hour	£150 per day
Whole Centre	Villagers	£20 per hour	£150 per day
	Non Villagers	£24 per hour	£200 per day

The booking is not confirmed until the completed booking form and a deposit of £50 cash/BACS has been received. The deposit will be refunded within 5 working days via BACS assuming the centre is left in a satisfactory condition.

There will be an extra charge in the event of a hirer's late arrival. After 15 minutes £25 will be retained from the deposit and after 30 minutes the £50 deposit will be forfeited. Mitigating circumstances would be considered at the Management Committee's discretion.

Online booking and payment:

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

Payment: Stoke Hammond Community Association A/C 65576888 sort code 60-14-55

Please use event date as reference.

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 Centre. These are acceptable unless booking 7 days or less before the event.

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

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 a copy of the liability insurance before the hire date.

Hire of the Community Centre does not include exclusive use of the field to the rear. If you wish to use the field as part of your hire, then permission must be obtained from the Parish Council clerk Sue Severn via email clerk.stokehammondpc@gmail.com or 01296 331816. If using a bouncy castle on the field, the hirer must provide the Parish Council clerk with a copy of the liability insurance and safety inspection certificate before the hire date.

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