



## Stoke Hammond Community Centre

Registered Charity No: 277654

Bragenham Side, Stoke Hammond, Buckinghamshire, MK17 9DB [enquiries@shcommunityassociation.co.uk](mailto:enquiries@shcommunityassociation.co.uk)

Chair Greg Noble 01525 270744 Vice Chair Tracie Bailey 07973 158368

Secretary Ann Payne 01525 270151

### 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 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	
	Number of child tables	Number of child chairs	
Hiring bouncy castle: (please mark with an X)	yes	indoor	outdoor no
	Further information can be found on our website: <a href="http://www.stokehammondcommunitycentre.com">www.stokehammondcommunitycentre.com</a>		

**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 the 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 £100 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 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.** 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](http://www.stokehammondcommunitycentre.com) and emailed to [enquiries@shcommunityassociation.co.uk](mailto: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 Centre. 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 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.

Table linen available for hire on request.

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 Stoke Hammond Parish Council clerk via email [clerk.stokehammondpc@gmail.com](mailto:clerk.stokehammondpc@gmail.com) 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](http://www.stokehammondcommunitycentre.com)