

Return this copy to the Community Centre – Hire Conditions overleaf

**Bugbrooke Sports and Community Centre**  
Camp Close, Bugbrooke, Northampton. NN7 3RW  
01604 832834 Administrators mobile 07572 201484

**BOOKING FORM**

|                   |  |
|-------------------|--|
| Name of hirer     |  |
| Address           |  |
| Town              |  |
| County            |  |
| Postcode          |  |
| Home Phone Number |  |
| Mobile            |  |
| Email             |  |

|   |        |
|---|--------|
| Event/Activity Details eg: Wedding Reception/ meeting etc   |        |
| Date of Event/activity  |        |
| Room Required (capacity of each detailed below)   |        |
| Kitchen Required?   | Yes/No |
| Times of Hire *   |        |
| <b>* This should include time at the beginning and end for setting up, and clearing away. Over-running, or failure to clear away will result in further charges being deducted from the indemnity deposit<br/>All events must finish by Midnight, with last orders @ 11:00pm. Please include the finish time on your invitations.</b> |        |
| Time guests expected to arrive  |        |
| Approx. Number of guests  |        |
| Quoted Hire charge  |        |
| Number of own bottles of wine **  |        |
| <b>**Wine can be delivered to the centre prior to your function to be stored in our fridges</b>   |        |
| Corkage charge @ £1.50 bottle   |        |
| Name & Number of external caterers if used  |        |
| Name of Musicians/disco   |        |
| Telephone No. of Musicians/disco  |        |

**I have read the Conditions of Hire and agree to abide by those conditions.**

I would like to book the community centre.

Signature of Hirer ..... Date .....

## BUGBROOKE SPORTS AND COMMUNITY CENTRE

### Conditions of Hire

1. The hire is made on the basis of being a private function with the hirer responsible for the guests attending. The hirer is responsible for maintaining good conduct of his guests and must follow any instructions displayed by notice or given by employees of the Community Centre. To minimise noise nuisance, the doors must be kept closed after 9pm, particularly at the front and bowls green side.

**2. INSURANCE** – Commercial Hirers will need to provide a copy of their insurance certificate for third party liability when returning the booking form.

- The hirer shall be liable for all claims, losses, damages and costs made against or incurred by the village hall management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the hirer or any person employed or invited into the premises by the hirer. Therefore, hirers must satisfy themselves that any contractors whose services they use have insurance cover for their activity/service provided.

- In the event of loss or damage to fixtures/fittings/furniture arising from the hiring, the hirer will be responsible for the cost of replacement or repair. A deposit of £100.00 is required at the time of making final payment which will be returned after the function provided no problems are encountered. The centre reserves the right to claim back damages in excess of £100 should the situation arise.

3. A non-returnable deposit of 50% of the hire charge is required to secure the booking. The remaining hire charge plus any additional charges will be invoiced prior to the event, together with an indemnity deposit of £100.

4. Food and entertainment may be brought into the premises by indicating this on the booking form. ALL FOOD WASTE MUST BE REMOVED FROM THE SITE AT THE END OF THE EVENT, AND NOT LEFT IN THE GREEN OR BLUE EXTERNAL RUBBISH BINS. ANY FOOD WASTE LEFT IN THE OUTSIDE BINS WILL INCUR AN EXTRA CHARGE

5. A licensed bar facility is available and other drinks may not be brought into the premises without the express permission of the committee. Details will need to be given to the booking administrator and a charge may be levied. The corkage charge for wine and champagne is currently £1.50 per bottle. Any person using the bar must be bound by the rules concerning it's use (Licensing Act 2003).

6. The maximum permitted numbers are as follows. Large Hall – 160 Small Hall – 60 Lounge – 60 Committee Room – 30

**7. All hirings must finish at midnight. The hirer must advise musicians / discos to finish playing at 11.30pm to allow time for packing up. Guests should be advised to book taxis for 11.45pm.**

8. Decorations may be put up with permission from Community Centre staff. Use only **Blu tac on wood or smooth walls, selotape on painted breeze block walls or drawing pins on top face only of lighting pelmet. All decorations and fixings must be fully removed after the event.** IF HELIUM BALLOONS ARE USED THEN THE CEILING FANS MUST NOT BE SWITCHED ON (large hall only). This will affect the efficiency of the heating during the winter or cooling during the summer. During the winter we suggest helium balloons are only brought into the hall just before the party to allow efficient heating of the hall during the day.

9. No acts of nudity (including kissograms) may be introduced into the centre without permission. No obscene acts of any kind are permitted.

10. The association shall not be held liable for any loss or damage to property brought onto the premises by the hirer, their guests or any others associated with their hiring.

11. The association reserve the right to cancel any hiring on reasonable notice being given, or in the event of any breach of the conditions governing the hiring.

**By order of the Bugbrooke Sports and Community Association**

#### Further information

Crockery and cutlery are held in the kitchen, and pans suitable for the induction hob. A first aid kit is located in the kitchen.

The kitchen has 2 ovens, an Induction Hob, fridge/freezer, self-filling boiler and microwave

The bar holds stocks of approximately 120 wine glasses and 120 champagne flutes. Additional requirements can be loaned free of charge from supermarkets.

Size of tables – 150cm(5') x 75cm(2'6") seat 3 down each side. Suggested layouts can be discussed prior to your event.

Signature of Hirer ..... Date .....

## **DISPOSAL OF WASTE**

The GREEN waste bin is for general waste only. Items disposed of should follow the same rules as though applied to the black wheelie bin provided by the council for homes.

The BLUE bin is for glass, plastic and cardboard. This does not include plastic bags. It is exactly the same as the blue wheelie bin provided for homes.

**UNDER NO CIRCUMSTANCES IS FOOD WASTE TO BE DEPOSITED IN EITHER BIN, EVEN IS IT HAS BEEN HIDDEN IN BLACK BIN LINERS.**

The booking form clearly states that food waste is to be removed at the end of the event, and waste will be inspected.

Failure to do so will result in the indemnity cheque being retained.