Please complete this booking form in conjunction with the Terms & Conditions of Hire and the current Room Hire & Service Charges. Return your completed form to the address below by post, email or in person. Upon receipt, a member of staff will contact you to confirm availability, discuss your booking in more detail and issue an invoice. Please contact the office on 01952 612035 or email Christian.smith@ketleyparishcouncil.co.uk if you require any assistance with completing the form or need a paper copy of the form.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Please complete your contact details*** | | | |
| Contact name: |  | Organisation: | Click here to enter text. | |
| Address: | Click here to enter text. | | | |
| Contact number: |  | Email: | Click here to enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| Website: | Click here to enter text. | Registered Charity No: | Click here to enter text. |

|  |  |
| --- | --- |
| ***Please provide details of what your booking is for*** | |
| Event details/Course name: | Click here to enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| Estimated numbers attending: |  | Mobility issues: | Click here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***When is your event/course?*** | | | | | |
| Date: | Click here to enter a date. | Start time: | Click here to enter text. | Finish time: | Click here to enter text. | |
| Day: | Click here to enter text. | *~Please include time to set up and clear down as part of your booking ~* | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ONE OFF EVENT |  | WEEKLY |  | MONTHLY |  | OTHER: | Click here to enter text. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Which room do you want?*** | | | | | | | | | |
| HALL |  | ART ROOM |  | CLASS ROOM |  | MEETING ROOM |  | 1-2-1 ROOM |  | |
| HALL & ART ROOM | | |  | *~ Please note aa Alarm is connected to the Hall fire exit to prevent misuse ~* | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***What are your requirements?*** | | | | | | | |
| \*Kitchen |  | \*Cleaning |  | Own set up/clear down |  | \*Set up/clear down required |  | |
| \*Storage |  | \*Flip Chart/Projector |  | *\*Additional charges apply – please see current tariff of prices* | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of tables required: | Click here to enter text. | Number of chairs required: | Click here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rectangular |  | Round |  | *NB. 5ft Rectangular tables seat 4 and round tables seat up to 8* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Please indicate if you will have any of the following:*** | | | | | | | |
| Own food |  | Caterers |  | Own drink/alcohol |  | Outside bar |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| \*Bouncy Castle |  | Disco |  | Recorded / Live Music |  | Radio / TV |  |
| *\*Maximum height 3 metres*  *For Bouncy Castles* | | *~ Information required for Music Licence purposes. Please also note that there is a noise limiter in use ~*  *~ Outside Bar will require their own Alcohol licence ~* | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **DECLARATION**  I confirm that I have read and agree to the Terms & Conditions of Hire and understand that I am responsible for the payment of all hire charges incurred in respect of my booking should it subsequently be accepted by Ketley Parish Council (KPC). | | | |
| Signature: | Click here to enter text. | Date: | Click here to enter text. |

**Bookings are accepted by Ketley Parish Council on the following conditions: -**

**1. APPLICATIONS**

**Applications will not be considered:**

**(a) from persons under 18 years of age; or**

**(b) if made otherwise than on the Official Booking Form**

**The Parish Council reserves the right to refuse any application, or terminate at any time, any agreement for hire made in consequence of any application.**

**2. CHARGE**

**The Hire Charge shall be in accordance with the scale of charges set by the Council prevailing at the time of booking and will be as detailed on your booking form and invoice.**

**3. PAYMENT**

**(a) The Centre User is required to sign a Booking Form which contracts the User to the Terms & Conditions of hire including payment. An invoice will be generated upon receipt of a completed Booking Form.**

**(b) A booking will not be confirmed however until a non-refundable deposit of £25.00 has been paid to the Parish Council within 14 days of the original booking date. The balance of the Hire Charge must be paid at least 5 Working Days prior to the event.**

**(c) A further damage deposit of £25.00 is to be paid in addition to the hire fee which is returnable within one week of the event taking place subject to inspection (i.e. no damage is incurred, and the room is left clean and tidy).**

**(d) Where bookings are made within 14 days of the hire date the full hire charge must be paid before the booking is accepted, together with £25.00 damage deposit as in (c).**

**(e) Payments can be made directly into the Ketley Parish Council bank account (preferred) or alternatively payment will be accepted by cheque made out to the Ketley Parish Council and any cash payments must be personally handed to a member of staff during office hours (Monday – Friday 09:30am – 4:30pm) and a receipt retained as proof of payment. Please note that cash will not be accepted outside of normal office hours.**

**4. CANCELLATION BY CENTRE USER.**

**(a) The Centre User shall give written notice of cancellation to the Parish Clerk at the address where the booking was made.**

**(b) The deposit paid shall be forfeited and where cancellation is made within one week of the hire date, the full hire charge shall become due and payable by the Centre User. If the Parish Council can re-hire the accommodation for the hire date, any refund of the hire fee shall be at the sole discretion of the Parish Council.**

**5. SUB LETTING**

**The Centre User shall not re-hire or sub-let the Accommodation or any part thereof.**

**6. DAMAGE, LOSS OR ACCIDENT.**

**(a) The Parish Council shall not be liable for loss due to failure of supply of electricity, leakage of water, fire, Government restriction or Acts of God, which may cause the Accommodation to close or the hire to be interrupted or cancelled.**

**(b) The Centre User shall pay to the Parish Council, the amount incurred by the Parish Council in making good any damage to or loss of furniture, carpets, furnishings and fittings, or any article owned by the Council arising in any way out of the hire of Ketley Community Centre..**

**(c) The Centre User shall indemnify the Parish Council against all liabilities, claims, costs or demands in respect of personal injury and/or loss or theft of property and/or damage to property howsoever arising from the hiring of the Accommodation.**

**(d) The Parish Council shall not accept any responsibility for the loss of or damage to any car or other vehicle which in connection with the course may be brought or left within the car park.**

**7. HEALTH, SAFETY AND BEHAVIOUR**

**(a) The Parish Council shall not be liable for risks associated with Health and Safety beyond their statutory responsibilities for the premises. The Centre User is responsible for Health and Safety risks associated with the behaviour of the users of the premises and any risks that arise as a result of the activities undertaken.**

**(b) The Centre User shall carry out and observe all instructions issued by the Council regarding precautions to be taken to safeguard the premises from damage from fire, or other cause and to prevent injury to persons or property and shall ensure that fire exits are not impeded, nor any firefighting appliance is tampered with, removed or used for any purpose other than for firefighting.**

**(c) The Centre User must ensure that no car or other vehicle is parked in any unauthorised position.**

**8. FACILITIES HIRED**

**(a) Only those facilities and equipment previously agreed may be used by the Centre User.**

**(b) The Centre User shall ensure that the premises are cleared of members of the public and are left in a tidy and orderly condition at the end of the period of hire.**

**(c) The Centre User shall always comply with all reasonable requests of the Council in connection with the premises and the user during the period of hiring.**

**9. CATERING**

**(a) The Centre User shall not sell or allow to be sold in the Centre any excisable liquor refreshments, tobacco or goods of any description without the prior consent in writing of the Council.**

**(b) Tea and coffee are available (minimal charge applies) or alternatively a fully equipped kitchen is available for hire with a room booking.**

**(c) Food may be bought onto the premises however the Council accepts no liability for food allergies or other ill affects to users.**

**10. PROMOTION/PUBLICITY IN CONNECTION WITH HIRE**

**(a) Decorations or notices (external or internal) cannot be displayed on the noticeboards without the express permission of the Council. Where approval is given, no nails or screws shall be driven into any part of the Centre and no electric cables or lights or alterations made in the arrangements of the Centre except with the approval of the Council and such approval shall be subject to the conditions the Council may specify.**

**(b) Under no circumstances are decorations, notices or other such items to be attached to the frontages of acoustic boards (HALL and ART ROOM)**

**11. NOISE LEVELS**

**Noise levels within the Centre shall be subject to any reasonable restriction imposed by the Council within its sole discretion. The Parish Council has a premises licence as follows:**

**Late night refreshments – Friday and Saturday until 12 Midnight.**

**All other activities including music – Monday to Thursday 08:30am – 11:00pm, Friday and Saturday 08:30am – 12 Midnight, Sunday 09:30am – 10:00pm**

**12. REGULATIONS/LICENCES**

**The Hirer shall observe all regulations and all conditions of all licenses which apply to and are in force at the Centre and but not exclusively the Public Entertainment Licence.**

**13. SMOKING**

**The Council prohibits smoking and the use of electronic devices in any part of the Centre at any time and will immediately exclude from the Centre any person who contravenes this matter. A Smoking Shelter is provided at the rear of the building.**

**14. ELECTRICAL EQUIPMENT**

**Equipment owned by the Council**

**(a) It is the duty of the Centre User to ensure that electrical equipment owned by the Council and used by themselves, persons attending or supplying a service to, or at the function is fit for the purpose intended and is used in a safe and proper manner. Centre Users are advised to satisfy themselves that persons engaged by them, who receive a fee for their services, are aware of the Electricity at Work Regulations 1989 (as amended). It is essential that electrical equipment is tested periodically by an approved registered electrical contractor.**

**(b) Council staff will not assist with any handling, erection, assembly, operation, maintenance or repair, dismantling or removal, of any electrical equipment not owned by the Council other than following a direct request to the Council by the Centre User. In the circumstances of such a request, the Centre User shall indemnify and hereby does so indemnify, the Council against all costs, claims, damages, actions, demands, expenses, or proceedings, no matter however arising, out of the fulfilment of such request other than any cost, claim, damage, action, demand, expense or proceeding arising out of the negligence of any employee, servant or agent of the Council and, in any event, the Centre User shall at all material times, whilst the electrical equipment is on Council premises, undertake and hereby does so observe and comply with the appropriate electricity Regulations in force for the time being.**

**15. DEFINITIONS**

**In these Conditions:**

**(a) "The Centre" means the Ketley Community Centre, Holyhead Road, Ketley, Telford TF1 5AN**

**(b) "The “Council" means Ketley Parish Council, the Parish Clerk or an officer appointed by the Council.**

**(c) "The Centre User" means the person making the booking agreement with the Council whether in person or on behalf of any organisation**.