

# ST. SWITHUN'S CENTRE OCCASIONAL BOOKING FORM

Firgrove Road, Yateley, Hampshire, GU46 6NH ((01252) 872732  
yateley@portsmouthdiocese.org.uk [www.stswithunsyateley.org.uk](http://www.stswithunsyateley.org.uk)

Office Ref		Deposit Paid		Balance Paid		
<b>YOUR DETAILS</b>			<b>EVENT DETAILS</b>			
Date of Event		Event Name				
Name		How many attending				
Address 1		<b>REQUIREMENTS</b>				
Address 2		Set Up	From	To	@ £13/hr	Total
Town		Event	From	To	@ £26/hr	£
County		Cleaner			@ £27	
Postcode		Bar Time	From 11pm Maximum			
Phone		Returnable Security	(see No3 in Conditions of hire)		@£100	<b>£100.00</b>
Mobile		<b>TOTAL</b>				
Email		Deposit	@ 25%	Paid	Balance	Due by
				.....		

<input type="checkbox"/> <b>No beverages may be brought onto the complex</b>	<input type="checkbox"/> Kitchen appliances, crockery & utensils cleaned
<input type="checkbox"/> Any verbal or physical abuse will result in the bar being closed.	<input type="checkbox"/> All personal belongings removed
<input type="checkbox"/> <b>IT IS HIRES RESPONSIBILITY TO PUT CHAIRS &amp; TABLES INTO THE STORE ROOM</b>	<input type="checkbox"/> Tables stacked face to face, legs to legs, and chairs stacked in 7's
<input type="checkbox"/> Balloons are not to be caught up in fans or you will lose your entire deposit fee.	<input type="checkbox"/> Nothing to be affixed to the walls other than by the hooks that are already in place.

**ALL BOXED ITEMS ABOVE MUST BE READ AND TICKED BEFORE SIGNING THIS FORM. Thank you.**

THE BAR WILL CLOSE AT **11PM**, AND GLASSES COLLECTED AT **11.20PM**.

MUSIC WILL STOP AT **11.15PM** AND THE CENTRE MUST BE VACATED BY VISITORS AND STAFF BY MIDNIGHT.

I have read the conditions of hire on the reverse of this form and the summary above which I understand form the basis of contract:

Signature:..... Date: .....

CHEQUES PAYABLE TO ST. SWITHUN'S CENTRE

## CONDITONS OF HIRE

1. The Parish Centre may only be hired by persons of 21 years of age or over, upon application to the Parish Office; booking must be confirmed within **7 days** in writing on the Official Application Form, which can be obtained from the Parish Office.  
The person by whom this application is signed shall be considered the hirer. Where a promoting organisation is named that organisation shall also be considered the hirer and shall be jointly and severally liable with the person who signs the form.  
The Parish Centre Management reserves the right to refuse to accept bookings or to cancel any bookings at any time prior to the commencement of the event. In the event a booking being cancelled by the parish all deposits will be returned to the hirer.
2. A Booking Fee of no less than 25% of the anticipated let must be paid on booking. At least **28 days** notice in writing must be given to the Parish Office of the cancellation of any booking, otherwise the deposit will be forfeited. The balance of the booking fee must be paid 14 days in advance of the event, or on booking, otherwise it will be considered that the booking has been cancelled.  
The hire of the Parish Centre does not entitle the hirer to use or enter the premises at any time other than the specific hours for which the Parish Centre is hired unless specific arrangements have been made with the Management. Under no circumstances is the Centre to be used for any other event than that shown on the Booking Form.
3. An additional deposit of £100 over and above the full cost of hire must be paid before the event. This deposit will be refunded only if **there is no damage to the parish centre or its contents**. Even though a cleaning charge has been paid, this charge does not cover undue or excessive fouling of the toilet area, hall, lobby or kitchen.
4. The premises are licensed for music, singing and dancing in pursuance of the Local Government (Miscellaneous Provisions) Act 1982. A copy of these regulations appertaining thereto can be seen on application to the Parish Office. No hirer shall contravene any such regulations etc. appertaining to the licence of the premises or to any other Local Government instructions/regulations or Parliamentary Act etc.
5. No copyright dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licenses shall be produced to the Management before the commencement of the hiring. The hirer shall indemnify the Portsmouth Diocesan Trustees against any infringement of copyright, which may occur during the hiring.
6. The hirer shall not sub-let the parish Centre of any part thereof.
7. The Diocesan Trustees accept no responsibility in respect of loss, accident, damage, death or injury that may occur whilst persons are on the premises or curtilage arising from any cause whatsoever. The Trustees further accept no responsibility for any loss due to the breakdown of equipment. The failure of supply of electricity, leakage of water, fire. Government restriction of act of God which may cause the Parish Centre to be temporarily closed or the hiring to be interrupted or cancelled. The hirer shall indemnify the Portsmouth Diocesan Trustees against any claim, which may be made by any persons resorting to the Parish Centre during the hiring in respect of any such loss or damage or injury.  
In the event of an accident occurring to any person(s) in the Centre or its curtilage, full details must be provided to the Staff as soon as possible, and in any event within 24 hours of the accident, so that the necessary entry can be made in the accident book.
8. The hirer shall be responsible for ensuring that good order is kept in the Parish Centre during the hiring.  
The Staff or Licensee reserve the right to put a stop to any entertainment or meeting not properly conducted. The hirer must ensure that any noise is kept to a reasonable level and hereby agrees to reduce the noise immediately upon any request to that effect by any member of staff. Music must stop at **11.15pm**. Particular attention must be paid to ensuring that people leaving the premises do so in an orderly manner. Failure to comply may cause the Licensing Authorities to revoke our licence.
9. The right of entry to Parish Centre is reserved to the Management or any other agent of the Portsmouth Diocesan Trustees and any police officer at any time during the hiring.
10. If the kitchen has been used it must be checked and left in a clean and tidy condition, using the equipment provided and waste bins emptied. Any decorations, equipment, food, jumble, containers and the like must be removed from the premises within the hire period and placed in the bins provided outside. Rubbish must not be left in the car park.
11. No flags, emblems or other decorations shall be displayed outside on any part of The Parish Centre without the previous consent of the Parish Centre management.
12. Under no circumstances may decorations, notices, posters etc. be fixed to any part of the premises. No bolts, nails, tacks, screws, bits, pins nor other like objects shall be driven into any part of the Parish Centre. Weighted balloon decorations are allowed.
13. All property of the hirer and their guests must be removed from the centre at the end of the hire period. Any items left in the centre may be disposed of at the discretion of the parish centre management.