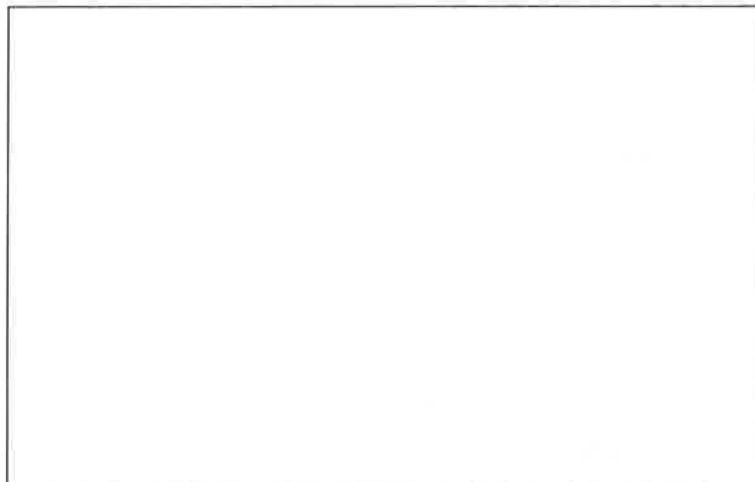


PLEASE OUTLINE BELOW THE LAYOUT
YOU REQUIRE FOR YOUR FUNCTION



Number of tables required Type of tables square/trestle

Number of chairs required Please leave room clear

- Notes: 1. *Square tables (10) are only available in the Main Hall*
2. *There are 10 tables available for bridge*

Tables, chairs, crockery, cutlery and other items are available for hire off the premises. For a full list of items and prices please ask for details.

Please note that no smoking is allowed
inside the buildings

WE WOULD ASK ALL OUR HIRERS TO READ THE
CONDITIONS OF HIRE

FOREST ROW PARISH COUNCIL

The Community Centre
Hartfield Road
Forest Row

East Sussex RH18 5DZ

Tel: 01342 822661

Fax: 01342 825739

Email: parishclerk@forestrow.gov.uk



BOOKING FORM



FOR THE HIRE OF PREMISES
IN
THE COMMUNITY CENTRE



FOREST ROW COMMUNITY CENTRE BOOKING FORM

DAY	DATE	FROM	TO
Regular Hirers – please note any dates you do <i>not</i> want:			

Type of Function: _____

Number of People expected: _____

HIRE OF:

Main Hall Garden Room

Kitchen Rose Room

Kitchen for Drinks Blue Room

Venu (limited availability) Treatment Room

Community Office

Do you require any of the following additional items?

Glass & China Water Urn

Flip Chart Staging Units

NB: Under the terms of the Licensing Act we will require a minimum of two weeks notice if you intend to serve drink other than at a private 'closed' event, such as a family party

Do you have public liability insurance (ref. Clause 17)	YES/NO
Do you intend to bring in any electrical equipment	YES/NO

DETAILS OF PERSON/ORGANISATION MAKING BOOKING

Name: _____

Organisation: _____

Address: _____

Tel No: _____

Email Address: _____

Account to be sent to (if different from above):

I have read and accept the terms and conditions of hire as detailed.

Signed: _____

Date: _____

Deposit	Y/N	Receipt No	Invoice No
returnable	normal		
Sight of Insurance Policy		Yes/No	
For Office Use Only			

accordance with the scale of charges. All rooms used will be charged for.

16. The Hirer shall be responsible for obtaining such licenses and insurance as may be needed whether for the sale or supply of intoxicating liquor and will notify the Council of such action at the time of booking.
17. The Hirer shall be responsible for obtaining public liability insurance for the potential damage or injury that may arise as a result of their or their guests' action. If evidence of such insurance is not forthcoming, then the Council shall impose a 10% surcharge to cover the cost of such additional insurance that the Council is obliged to carry.
18. The Council shall not be liable for accident, illness, loss or damage occurring as a result of the letting out of the Centre, except where such accident, illness, loss or damage is directly caused by the negligence of the Council or its employees, agents or servants.
19. Employees of the Council, Police and Fire Authority have full access to the building at all times in connection with their official duties and their instructions in respect of the health, safety and welfare of the users of the facilities must be adhered to immediately by the Hirer.
20. For all one-off bookings exceeding six continuous hours, a deposit of 50% of the total hire charge must be paid on booking. The balance must be paid not less than seven days before the date of the event.
21. Full payment must be made on booking for all parties, dances and discos. A returnable deposit of £100 for adults (over the age of 15) and £10 for children will be required for all such bookings.
22. In respect of cancellation, the Council requires 4 weeks notice for a long-term booking and two weeks for a casual booking, otherwise the normal scale of hire charges will apply, unless the Council is able to re-let the hall/room.
23. Users hiring the halls/rooms on a regular weekly or monthly basis will be sent an invoice at the end of each month. Payment is due by the middle of the following month unless a separate arrangement is made with the Clerk.
24. A 10% discount will be given for 10 or more bookings that are made in advance and held.

USEFUL INFORMATION

Main Hall	38'x16'	60 theatre style 40-50 seated at tables
Garden Room	30'x16'	40 theatre style 20-25 boardroom
Rose Room	26'x16'	15 boardroom
The Venu	23.5'x21'	Self contained unit with kitchenette and Wi-Fi
Blue Room	12' x 12'	Small meeting room
Community Office	9.5' x 8.5'	Nicely furnished modern office space

FOREST ROW PARISH COUNCIL

The Community Centre
Hartfield Road
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East Sussex RH18 5DZ
Tel: 01342 822661
Fax: 01342 825739



Hire Charges and Conditions of Hire



Effective From
1st January 2015



FOREST ROW COMMUNITY CENTRE

Opening Hours 8.30 – 23.00

SCALE OF CHARGES – PER HOUR
EFFECTIVE FROM 1st January 2015

Main Hall	£11.00 per hour
Kitchen (hired with another room)	£17.60 per session
Kitchen (for drinks only)	£ 5.75 per session
Garden Room	£11.00 per hour
Rose Room	£11.00 per hour
Blue Room	£ 9.35 per hour
Treatment Room	£ 8.25 per hour
The Venu	£13.75 per hour
Community Office	£ 8.25 per hour

ANY BOOKINGS OUTSIDE NORMAL OPENING HOURS WILL BE CHARGED AT 1½ TIMES THE HOURLY RATE

All of the above charges are subject to the 10% surcharge relating to insurance referred to in Clause 17 of our Conditions of Hire

Hire off premises:		
Table*	£4.00 each	* A £20 deposit will be required
Chair*	£1.00 each	
Crockery*	£0.10 each	# A £100 deposit will be required
Cutlery*	£0.05 each	
Staging/Display units#	£6.00 each	
Gazebo 3MTRS Square	£20 for 2 Days	^ £50 deposit will be required
Marquee 9MTRS X 3MTRS	£50 for 2 Days	

10% reduction for 10 or more bookings

1. All applications for the use of the halls/rooms at the centre must be made on the Official application form and returned to: **The Parish Clerk, Forest Row Parish Council, Forest Row Community Centre, Hartfield Road, Forest Row, East Sussex, RH18 5DZ.** Any changes to the original booking details should be listed on a new booking form
2. The Council reserves the right to:

- a) Refuse any application for hiring without giving a reason
 - b) Attach any additional conditions to any particular hiring
 - c) Vary the scale of charges in the case of any particular hiring.
3. **Responsibility for Damage** – Hirers will be held responsible for making good any loss or damage to premises, fittings, equipment and other property of the Council therein.
 4. No nails, tacks or other fastenings shall be driven into the walls, fittings, floor or furniture without specific approval.
 5. The electricity, gas, heating and water fittings shall in no way be interfered with.
 6. Where kitchen facilities and equipment are used, the hirer shall be responsible for any loss, breakages or damage caused thereto, and shall also be responsible for ensuring that the equipment is left in a thoroughly clean condition to the satisfaction of the caretaker or any other duly authorized member of the Council staff.
 7. The Hirer shall be responsible for leaving the premises in a generally clean and tidy condition. Any additional caretaking costs consequential upon non-adherence to this condition will be recharged in full.
 8. The Hirer shall not assign or underlet any part of the premises.
 9. The Hirer shall not do or suffer or permit to be done anything which shall or might invalidate the Council's policies of insurance on the premises and in the event of any claim by the Council under its policies of insurance being repudiated in whole or in part by the Council's Insurers or of the terms there for being increased on account of any act or default by the Hirers, their members, or guests, shall indemnify the Council against all loss or additional expenses suffered or incurred by them as a result thereof.
 10. The Hirer shall be required to take all reasonable precautions by supervision or otherwise during the use of the premises to prevent any persons from doing damage to the premises and the contents and in respect of the behavior of persons using the premises. In the case of non-observance of this condition, the Council reserves to itself, to the Clerk or to the Caretaker, the power to close the premises at any time and to exclude all persons there from and the charge made to or due from the Hirer shall not be waived.
 11. Any property and effects in the premises belonging to the Hirer will be at his sole risk, and unless otherwise agreed on behalf of the Council, if such equipment, property and effects are not removed on the termination of the hiring, additional fees may be charged therefore.
 12. The minimum hiring period is one hour. Part hours are allowable after the initial hour.
 13. The minimum hiring period at weekends is three hours. Part hours are allowable after then.
 14. Wherever possible, the Caretaker will arrange the furniture in the room in accordance with the room plan, if completed. All setting up and clearing away of the hirer's own equipment etc. should be included in the booked time.
 15. The period of use must not exceed the time(s) stated in the application. Payment will be required for any extended use in