



Registered Charity no: 1126673

Hiring Form

Name of organisation:		Contact name:		
Billing address:				
Telephone no:		Mobile no:		
Email address:				
Date of booking:		Time of booking:		
Frequency of booking:	Daily	Weekly	Monthly	One-off
Facilities required:	Main Hall	Vyvyan Room	Main Hall & Vyvyan Room	
Additional facilities required (e.g. chairs, tables, kitchen etc):				

Please note:

- (1) In the event of a booking not being honoured, and the required notice not being given, the cancellation charge will be levied (see 9 overleaf).
- (2) A non-refundable deposit of £25 for adults and £20 for children's parties is required for all one-off bookings which will be deducted from the final account upon a satisfactory inspection of the premises after the event.

I have read and understood the attached Terms and Conditions of booking The Columba Centre.

Signed:.....

Date:.....

To secure your booking please return this form to:

Mrs Felicity Penneycard, Treventon, Union Hill, St Columb. TR9 6AR Telephone: 01637 880373

Mobile telephone number for The Columba Centre: 07967 458144

In case of difficulty please contact:

Mrs J Merrifield, Chairman on 01637 880558 or Mrs C Perry, Secretary on 01637 880385

Terms and Conditions of Hire

1. The Hirer will, during the period of the hire, be responsible for: the supervision of the premises; the fabric and contents; their care and safety from damage however slight; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
2. The Hirer shall not use the premises for any purpose other than that described on the booking form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring into the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor without written permission.
3. The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of alcoholic liquor or from the Performing Rights Society, Phonographic Performance Limited, or otherwise and for the observance of the same.
4. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting or lotteries without written permission.
5. The Hirer shall comply with all the conditions made in respect of the premises by the fire authority, local authority, the local magistrates' court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
6. The Hirer shall, if preparing, serving or selling food, observe all the relevant health and hygiene legislation and regulations.
7. The Hirer shall ensure that any electrical appliances brought by themselves to the premises and used there shall be safe and in good working order and used in a safe manner.
8. The Hirer shall indemnify the Management Committee for the cost of repair or replacement due to any damage done to any part of the property including the curtilage thereof or contents of the buildings, the furniture, fittings and equipment which may incur during the period of the hire or as a result of the booking.
9. If the Hirer wishes to cancel the hire they must give 24 hours' notice of such cancellation or forfeit 50% of the hiring fee.
10. The Hirer shall ensure that the minimum of noise is made on arrival and departure from the premises.
11. The Hirer shall ensure that no dogs except guide dogs are brought into the premises unless written permission has been granted.
12. The Hirer shall, at the end of the hire, be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless otherwise directed and any contents removed from their usual positions properly replaced; otherwise the Management Committee shall be at liberty to make an additional charge.
13. The Hirer must stay within the areas they have indicated they wished to hire on the Hiring Form. If a Hirer is found to have used additional areas, they shall be charged accordingly.
14. In the event in any part of the premises being rendered unfit for the use for which it has been hired, the Management Committee shall not be liable to the Hirer for any resulting loss or damage.
15. The Hirer shall ensure that any activities for children and vulnerable adults will comply with current regulations and only fit and proper persons shall have access to children and vulnerable adults.
16. The Hirer should ensure that they have a First Aid trained person present during all their hired sessions and must provide their own First Aid box and keep their own accident book. The Management Committee accepts no responsibility to provide First Aid provision or supervision but must be advised of any accidents occurring on the premises.
17. The Hirer shall ensure that the maximum number of persons present in the Main Hall at any one time shall not exceed 160 and the maximum number of persons present in the Vyvyan Room at any one time shall not exceed 50.
18. The Hirer may only use the storage facility at the premises upon written permission from the Management Committee.

Please note: In accordance with our Premises Licence, all hirers are advised to make a public safety announcement regarding assembly points etc. Information can be found on our Emergency Plan.