



PAXCROFT MEAD COMMUNITY CENTRE BOOKING FORM **FOR EVENTS FROM 1ST JUNE 2011 UNTIL 31ST MAY 2012**

Fees for each of Main Hall, Hall 2, Changing Rooms, and Meeting Room :-

| | |
|-----------------------------|-------------------------|
| Residents/Charities: | £10.50 per hour. |
| Non-Residents: | £15.50 per hour. |
| Commercial: | £25.00 per hour. |

All hirers are required to pay a deposit at the time of booking. This deposit is £75 for events including food and the bar, and £40 for all other events. It will be refunded within 14 days after the booked event subject to no breakages, damage, or excess cleaning. The full cost of hire is also payable at the time of booking. Booking times must include setting up and clearing up times. Please make cheques payable to "**Paxcroft Mead Community Centre**".

Please Note:- If the bar fee (see below) is paid, then the temporary membership of the Mead Club brings with it the right to use Hall 2 for any period of time during which the event and the normal Mead Club opening hours overlap, though such use must not disturb the routine activity of the Mead Club. Use of Hall 2 beyond this overlapping time must be paid for at the above rates.

Fees for the bar

If the bar is required, the costs are listed below; this is to reflect the cost of becoming a temporary member of the Mead Club for that function (which is a licensing requirement) and for the use of the bar facilities between the times required. The Bar closes at the discretion of the bar staff.

Daytime: Between 1200 hrs - 1900hrs: up to 4 hrs - £50. Over 4 hrs - £75

Evening: Between 1900 hrs - 2300hrs: £50.

Please make cheques for bar use payable to "The Mead Social Club"

Notes

1. The Committees reserve the right to refuse a booking.
2. Only persons over 21 years of age may make bookings.
3. Parties of under-21s must be adequately supervised by adults. We suggest a ratio of 1 adult for every 10 persons under 21.
4. Cancellation of bookings will incur the following charges: -
Over 10 days notice - no charge. Less than 10 days notice - 50% of hire fee. Less than 5 days notice - 100% of hire fee.
5. The Centre has public liability cover, but not hirer's liability cover. Hirers are liable for their own insurance cover.
6. Unless an extension is applied for and granted, entertainment licence ends at 11 pm. (12pm Fri/Sat).
7. Booking times must include setting up and clearing up times. Any breach will result in full/partial loss of deposit.
8. Any damage caused in excess of the deposit will be charged to the hirer.

Terms and Conditions of Hire

The Hirer has a duty to ensure that all terms and conditions are abided by. Conditions are available on the Management notice board in the Reception area, on our Web Site - <http://www.paxcroftmead.org.uk>, or from the Booking Officer on 01225 345447 or mobile 07913 748416.

Charity Status

The Community Centre is Registered Charity No. 1123423. It is run entirely by unpaid volunteers. Please help us by treating the building and its contents with respect.

Booking Requirements

| Dates required | Times required | Purpose | No. in group | Main Hall 1 | Hall 2 | Kitchen | Bar | Changing/ Meeting Rooms |
|----------------|----------------|---------|--------------|-------------|--------|---------|-----|-------------------------|
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Details of Hirer

Name: _____ Address: _____

Post Code: _____ Telephone: _____ E-mail: _____

Please make your cheques for room hire payable to Paxcroft Mead Community Centre. **If you are booking the use of the bar please make a separate cheque for this hire payable to The Mead Social Club.**

Please quote your cheque guarantee card number (the long number on the front) and the card expiry date on the reverse of each cheque.

I confirm that I have read and understood the Conditions of Hire and agree to the Terms & Conditions and the charges for the hiring of the Paxcroft Mead Community Centre.

This booking is only valid once signed below and full payment received.

Signed: Printed:

On behalf of (organization) Date.....

Please return this form with your payment to:

Don & Jean Hatt, 5, The Beeches, Hilperton Road, Trowbridge, Wiltshire. BA14 7HG

Telephone: 07913 748416 or 01225 345447 email: bookings@paxcroftmead.org.uk

Internal use only
Bar requirements

Date: Time: from to Purpose:

Number of persons: Name: Phone:

Bar booking is confirmed for the above dates & times:

Signed (Mead Club official).....Print name.....