



PAXCROFT MEAD COMMUNITY CENTRE BOOKING FORM
FOR EVENTS FROM 1st April 2024 UNTIL 31ST MARCH 2025

1) Fees for each of Main Hall 1, Hall 2 and Meeting Room :-

Residents/Charities:	£13.50 per hour.
Commercial:	£26.00 per hour.

N.B. Other rates apply for regular and small business users- please email for details.

All hirers are required to pay the full cost of hire and damage deposit at the time of booking. This deposit is £100 for events that include large scale catering and/or the bar, and £40 for all other events. The deposit will be refunded after the booked event subject to no breakages, damage, excess cleaning (to be determined by our cleaner) or abuse of the facilities.

Booking times must include setting up and clearing up times.

2) Charges for Hirer's use of *the mead club* bar (Hall 2)

If use of the bar is required, **the bar fee is a flat rate of £65.** This reflects 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.

Please make a separate cheque for bar charges, payable to "the mead club"

Please Note: For hirers of Hall 1 who have paid the bar fee, access to Hall 2 is for the purchase of drinks only.

3) Notes

1. The Committees reserve the right to refuse a booking.
2. Only persons over 21 years of age may make bookings.
3. Bookings for teenage, 20th and 21st birthday parties will not be accepted.
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 the 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. **Alcoholic drinks:** Hirers are **not permitted** to bring their own alcoholic drinks onto the premises.
9. **Rubbish:** At the end of the hire period, hirers **must** remove any rubbish generated by their event.
10. Any damage caused in excess of the deposit will be charged to the hirer.

PPL Licence- Applies to Regular Users Only (private parties are exempt) Please note that you are responsible for obtaining a PPL licence prior to playing of recorded music, such as Radio, DVD, CD, Audio or Video Cassette/TV. Further details can be found at <http://www.ppluk.com/I-Play-Music/Businesses/Why-do-I-need-a-licence/>.

4) 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 at bookings@paxcroftmead.org.uk.

5) 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.

PAXCROFT MEAD COMMUNITY CENTRE

CONDITIONS OF HIRE

1. Hirers accept that the Centre cannot be held liable for loss or damage to personal property, however caused.
2. Vehicles are parked at owners' risk. N.B. The car park is not owned or managed by the Community Centre.
3. Health and Safety requires that all accidents (even minor) are recorded in the accident book, which is in the kitchen by the first aid box. It is the responsibility of the hirer to record any accident as soon as possible. Any serious accidents must be reported to the Bookings Officer on 01225 808108.
4. Any damage caused by a member of the user group should be written into the building book which is in the kitchen near the first aid box, and reported to the Bookings Officer on 01225 808108
5. Hirers are responsible for what goes on within the Centre whilst using the facility. If they are the only occupiers of the building, we request that the front door is not left open to prevent unauthorised access and any damage that might occur as a result of trespass. Members of user groups who are late should ring the door bell to gain access. Also, please ensure that the facilities and building (if applicable) are securely locked after use.
6. The toilets are not generally open to the public; they are solely for the use of hirers. Any request to use the toilets is a matter of discretion for the user group and should be monitored by the user group concerned.
7. No alcohol is to be brought into the premises. The bar facilities are available to users if booked and paid for. We will not allow for a private licence to be used on the premises.
8. Due to fire regulations, no dry ice may be used.
9. Hirers are responsible for putting away any equipment used and sweeping the floor.
10. Hirers using the kitchen will be responsible for cleaning and putting away any crockery/equipment used.
The cooker must also be left clean.
11. All rubbish must be collected. Small amounts can be placed in the kitchen bin provided, but anything beyond that must be removed from the Centre.
12. All unnecessary lights and appliances should be turned off at the end of the session to help keep costs down.

The Community Centre is Registered Charity No. 1123423. It is run entirely by unpaid volunteers. We thank you in anticipation for your co-operation in the above, and very much hope that you enjoy the use of our facilities.

Rosemary Hawkes (Secretary to the Management Committee).