



BLACKDOWN  
HEALTHY LIVING &  
ACTIVITY CENTRE

## Centre Booking Form

Name of hirer:

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Organisation:

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Address:

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Postcode:

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Phone Number:

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Email:

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Date of event:

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Reason for hire:

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Please note that as the hirer, you take responsibility for:

- Knowing who is in the Centre at your event
- Ensuring your attendees/guests know what to do in case of fire
- Supervising the use of alcohol at your event
- Clearing up after your event.

If you hire the Centre outside our office hours you are also responsible for unlocking/locking up.

Will you attend the event in person? If not, please give the name and contact details of someone who will attend and who has agreed to accept the responsibilities listed above on your behalf.

Named rep:

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### Your Event(s) Details

Type (eg one-off,  
weekly or monthly)

Eg: A one-off meeting or party, or a  
series of weekly classes

Day/date

Day/date of the one-off or the day/date  
of the first in a series

Time in:

What time do you plan to arrive?

Time out:

When do you plan to leave?

Rooms required and for  
what purpose:

Room details and hire rates are on our  
web-site. If you are unsure what you  
need, please visit or call to discuss

Price agreed:

To be completed by the Centre

Notes:

- We require a refundable cheque deposit of £50 for all one-off bookings. We will return your cheque after the event, unless, for example, we need to do extra cleaning or replace breakages - in which case a charge will be made against your deposit.
- There is a minimum hire charge of £30 at weekends.
- Payments for bookings should be made by cheque or BACS at the time of the event or on invoice (if agreed beforehand).

I \_\_\_\_\_ (please print your name) have read and will comply with the terms and conditions of hire below.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Terms and Conditions

You agree to:

- Register who is in the Centre for your event
- Ensure attendees/guests know what to do in case of fire
- Be responsible, on completion of your event, for returning the Centre to how it was found. (If you are not happy with the condition of the Centre on arrival, please let us know)
- Unlock/lock up, if hiring the Centre outside our office hours
- Supervise the use of alcohol if it is consumed at your event (please also see the questions on the final page of this form)
- Ensure Centre attendance limits are not exceeded:

	Without furniture	Chairs only*	Tables & chairs*
Studio	110	60 **	50
Dining Room	110	60 **	50
Coopers Room	45	25 **	25

\* require one or more one metre wide gangways to fire exit

\*\*can be increased by 50% if chairs are secured in rows (eg with cable ties)

In the table above, count a wheel chair user as 3 people and an elderly, frail or confused person as 2 people. Appropriate supervision and assistance must be allowed for

If 2 or more rooms may be at 80% or more of capacity at the same time, please discuss in advance

- Respect other Centre users and local residents - particularly with regard to parking and noise. (The parking spaces to the front and side of the building are owned by the Parish Council; the road is part of the public highway. While you may park in any space that is safe and available, hirers do not have an exclusive right to do so.)
- Ensure that there is no contravention of the law relating to gaming, betting and lotteries during your event.

Note:

- Trustees and staff may enter the building to check that terms and conditions are being met
- Your event must end before midnight and any music must cease at 11.30pm
- The Centre cannot accept bookings for 18<sup>th</sup> and 21<sup>st</sup> birthday parties
- Smoking (including e-cigarettes), fireworks, smoke machines and lasers are not permitted.

That's all the small print – unless you will be serving alcohol, in which case please complete the last page of this form.

Many thanks for using the Centre!

If there will be alcohol at your event, please answer the following (circle yes or no):

Is the event a private party?	yes	no
Is the event members only?	yes	no
Will tickets be advertised to the general public?	no	yes
Will spirits be served?	yes	no
Will alcohol be served in measured and statutory quantities?	yes	no
Will alcohol be served at less than cost price?	no	yes
Will there be children under the age of 12 present?	no	yes
What age group is the event aimed at?	over 36	18 - 35
Will bar staff be aware of the regulations on under-age drinking?	yes	no
Have you a workable plan in place to keep attendance below building limits?	yes	no
Will there be music for dancing?	no	yes
Will there be gambling (apart from a raffle)?	no	yes
Are you aware of all relevant health and safety regulations that apply to your event?	yes	no

If you have answered all the questions, and all answers circled are in the first column, please sign below.

If one or more of your answers is in the second column, please call or visit to discuss as we need a trustee to counter-sign this form before your booking is confirmed.

Hirer's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Trustee's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_