

# Fairford Community Centre Ltd

www.fairfordcommunitycentre.org

Tel:01285 711571

Email:bookings@fccentre.co.uk

## Booking Form – Application for Room Hire at Fairford Community Centre

Name of Hirer (to be invoiced):
Contact:
Address:
Telephone Number :
Email Address:

Type of Booking:  Regular User  One off  Weekend

Please select the rooms you wish to hire:  
(details of room capacities & hire charges are shown on page 2)

Farmor	
Barker	
Tame	
Kitchen	

Heritage	
Keble	
Mico	
Courtyard	

**Date of Hire:**  **Start Time:**  **Finish Time:**

Please allow enough time for setting up & clearing away in your booking.

Setting up Required?  Cleaning (Compulsory for weekend bookings)

Will alcohol be sold during the event (this includes wine etc sold as part of a ticket)?

Additional Information (E.g Type of activity, do you require table, chairs, projector, caterer needs access etc)
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Regular Users Only

Please state which slots you wish to book (i.e. every Wednesday from 10.30-11.30am):
We advertise each activity on our website, please let us know what information you would like displayed:

I agree to abide by the Full Conditions of Hire (a full set of the Conditions of Hire are available from the Community Centre office or from our website.

I agree to pay the invoice submitted by FCC Ltd within 14 days. Cheques to be made payable to 'Fairford Community Centre Ltd'

Signature ..... Date .....

## Rates and Conditions of Hire

ROOM	LOCATION	MAXIMUM NUMBER OF PEOPLE	STANDARD RATE / HR	REGULAR USER RATE / HR	WEEKEND RATE (Fri Pm – Sun)
Farmor	Ground Floor	110	£10.50	£8.50	£14.00
Heritage	Ground Floor	25	£6.30	£4.50	£8.00
Barker	Ground Floor	35	£10.50	£6.50	£14.00
Keble	First Floor	100	£8.40	£6.30	£12.00
Tame	First Floor	25	£6.50	£4.50	£8.00
Mico	Second Floor	20	£5.25	£3.15	£6.00
Kitchen	Ground Floor		£5	£5	£5
Courtyard/ Walkway	Ground Floor		£5	£5	£5

Prices as of 1<sup>st</sup> April 2016

### Minimum Charges

1 Hour for all standard and regular user bookings  
3 Hours for all weekend bookings

### Cleaning Service:

£10 for first 30 minutes and then at £10 per hour after. Final charge will be based on the actual time taken. If cleaning service was not requested at time of booking but the room is left in an unsatisfactory condition then FCC Ltd have the right to charge for time taken to clean the room at the above rates.

### Opening & Locking of Centre

Please contact the centre office at least 48hrs before your booking to obtain door codes / details of how to gain access.

### Weekend bookings

There is an additional charge of £10 for every weekend booking, this is to cover the cleaning of the rooms after hire and locking of the centre.

The centre is a public building and is very busy, we ask that people respect the other users of the centre during their session and that they leave the rooms in the same condition that they found them (tables and chairs put away, rubbish put outside, floor hovered and any spills cleared away etc.)

## ABRIDGED CONDITIONS OF HIRE

**Note: By placing a booking, The Hirer will be deemed to have accepted the full Conditions of Hire, these are available on our website ([www.fairfordcommunitycentre.org](http://www.fairfordcommunitycentre.org)) or from the FCC Ltd Office.**

1. Use only the rooms identified on the booking form
2. Keep emergency exits clear at all times.
3. It is the responsibility of the Hirer to ensure people attending their event are aware of the centre's evacuation plan.
4. Record details of all accidents or damage in the appropriate book located with the first aid kit in the Farmor room
5. Do not use Nails, tacks, pins, Sellotape, Blu-Tack or other like materials on walls or doors
6. No smoking is permitted in any part of the building.
7. Alcohol is only permitted with prior consent of the Trustees.
8. Guide dogs or personal assistance dogs are the only animals permitted within the Community Centre.
9. Events involving children must satisfy the provisions of The Children Act of 1989
10. Electrical appliances brought into the building must be safe and in good working order.
11. Before leaving:-
  - a. Put back and re-stack any furniture or equipment that has been moved.
  - b. Switch off all taps, lights and appliances (except the fridge).
  - c. Shut doors and windows.
  - d. Take your rubbish away and leave the areas used clean and tidy.
  - e. Check that everyone has left the building.