



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):
Organisation if applicable:
Address:
Telephone Number :
Email Address: Going forward all invoices will be emailed. If you still require postal invoice please tick <input type="checkbox"/>

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	
Kitchen	

Heritage	
Keble	
Courtyard	

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

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

Setting up Required? Additional £10 Charge

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

Will you be undertaking regulated activity? <small>(looking after children or vulnerable adults who are unsupervised)</small>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<small>If yes, you will need to supply us with a copy of your DBS (Disclosure barring service certificate and child & vulnerable adults policy for our records before your booking can take place.</small>		

Additional Information (Please include: Type of activity, tables, chairs, projector, caterer needs, access etc)

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' or BACS payment to FCC Ltd Sort Code 30-92-06 Account No. 02213387. Please use your invoice number as the reference.

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	£11.25	£9.00	£14.75
Heritage	Ground Floor	25	£6.60	£4.75	£8.50
Barker	Ground Floor	35	£11.25	£7.00	£14.75
Keble	First Floor	100	£9.00	£6.60	£12.60
Kitchen	Ground Floor		£5	£5	£5
Courtyard/ Walkway	Ground Floor		£5	£5	£5

Prices as of 1st October 2019

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) 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.
 - f. Ensure Alarm is set and doors secure on exit.