

CHRISTOPHER CENTRE BOOKING FORM FOR ROOM(S) HIRE

10 Gainsborough Street, Sudbury Suffolk CO10 2EU
Tel: 01787 313914 Email info@christophercentre.org.uk

BOOKING NO

Name of individual responsible for hire (BLOCK capitals)

Organisation (if relevant)

Address Telephone

..... Email

.....

.....Postcode An invoice will be sent to the above

Address. Name and Address for invoice if different from above

.....

Contact details of Keyholder if different from above

.....

I/We request the hire of:

Room Name

With one allocated Parking Space Number (on arrival please ensure you park in the parking space of your booked room).

Approx Numbers Attending **For the use of**

2 Hour Minimum Room Hire.

Dates(s)	Time From	Time To	Hire Charge £
			<p align="right">TOTAL £</p>

Declaration: I have read and understand the Terms and Conditions of Hire and agree to observe and be bound by them.

Signature of Hirer.....Date

Christopher Centre Terms and Conditions of Hire

1. It is the responsibility of the Hirer, if preparing, serving or selling food to observe all relevant food health hygiene legislation and regulations. Regular use of the kitchen will need to be agreed with the Manager.
2. Fire exits must not be obstructed in any manner. It is the hirer's responsibility to ensure that the fire procedures displayed in the building and verbally communicated to them are also communicated to their guests/clients.
3. All electrical equipment brought into the premises must have a current P.A.T. Certificate.
4. Hirers are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses & property.
5. Fireworks and candles are not allowed, either for internal or external use with the exception of birthday cake candles.
6. **PLEASE BE AWARE THAT THE ENTIRE BUILDING AND COURTYARD IS A NON-SMOKING AREA. This includes E cigarettes.**
Smoking is permitted in the car park smoking area. The cigarette bin provided is to be used at all times.
7. Responsibility for the premises and the key rests with the Hirer during the period of access to the Centre. The premises must not be accessed outside of the agreed hire period and must be vacated promptly, and the keys returned at the end of the hire.
Please arrange to collect keys for evening & weekend bookings between:
9:30 – 4:00 Mon-Thurs. & 9:30 – 12.30 on Friday.
8. Unless one weeks notice has been given a late booking cancellation fee may be charged up to 50% of the booking fee.
9. Please only use the ONE parking space which is allocated to the room you are using.
Disabled Badge Holders visiting the centre may park in the courtyard near to the back door
10. If you require setting up or clearing away time, this **MUST** be included in your booking time. Any equipment/possessions belonging to the hirer/group shall be removed from the premises at the end of the hire period unless special storage arrangements have been agreed with the Centre Manager beforehand.
11. The hirer shall be responsible whilst using the premises for the preservation of order and shall take all practicable steps to ensure that nothing shall occur at the premises which might offend against any statute or by-law or any regulations respecting the hiring of the premises.
12. The hirers are advised to take out adequate insurance cover for all aspects of their activity and to undertake a risk assessment prior to the event.
13. In the case of non-observance or non-performance by the hirers of any conditions, or in the case that management shall be of the opinion that there is any interference with the Centre users or staff, or that the wear and tear of the premises, furniture, or fittings is excessive, Centre staff may terminate the hiring at any time without notice. Damage/breakages must be reported at once and a charge may be made.
14. The free WiFi is intended for lawful purposes only. This service may not be used to violate any standards, laws or regulations. The user hereby releases the Christopher Centre from all liability arising from any content accessed via the wireless network. The Christopher Centre shall not be held liable for any damages to user equipment (laptop, hand-held etc) or for modifications made to hardware necessary to access this network. Centre staff do not provide any technical support with this access.
15. You need to be covered by a valid TV Licence if you watch or record television programmes as they're being shown on TV This includes the use of devices such as a TV, computer, mobile phone, games console, digital box or DVD/VHS recorder. Proof that you hold a current TV licence for the Centre would need to be provided beforehand.