

COMMUNITY HALL BOOKING FORM

NAME **PLOT NUMBER**.....

PHONE NUMBER

EMAIL ADDRESS

HALL REQUIRED: SMALL **LARGE** **USE OF KITCHEN**

DATE REQUIRED

NATURE OF EVENT

TENS REQUIRED (Temporary Events Notice).....

COMMENCING **ENDING** **TOTAL HRS**.....

TOTAL COST - Hourly rate £25.00 (Cash/Cheque Only) Cheques made payable to AWSLG Limited.

(Remember to include time for preparation and clear up) * Please advise if an alternative arrangement is required.

I have read the 'Conditions of Use' and will ensure that they are fully observed.

Hirer Signature: **Date:**

FOR OFFICE USE

	DATE	AMOUNT
£25 NON REFUNDABLE DEPOSIT REC'D		
BALANCE REC'D		
£50 SECURITY REC'D		
SECURITY RETURNED		

ADDISCOMBE, WOODSIDE AND SHIRLEY LEISURE GARDENS LIMITED
Glenthorne Avenue, Croydon, Surrey, CR0 7EY

Conditions of use of the Hall

1. Only ploholders/shareholders are permitted to hire the hall for private events. They will be responsible for ensuring that the "Conditions of Use" are fully observed.
2. The length of time the hall is booked for should include preparation at the start and cleaning up at the end of the event. However, please advise the Committee member taking the booking if alternative arrangements need to be made for these to take place at the time of the booking.
3. If music either recorded or live is to be played/performed at the event as a TEN (Temporary Events Notice) will be required. This will be obtained by AWSLG Ltd, which will be an additional cost to the hirer. Please advise at the time of booking.
4. The hirer will be met by a Committee member 15 minutes prior to the booking time, to open up the hall.
5. When booking the hall, a non-refundable deposit of **£25.00** is required.
6. **One week** before the date of the booking, the balance is due to be paid, plus a security deposit of **£50.00**. This will only be returned if the "Conditions of Use" have been fully observed and the hall left in good order. The Committee, whose decision is final, will confirm the amount to be refunded.
7. The use of the hall includes the use of the kitchen. No person under the age of 16 is permitted to enter the kitchen unless supervised.
8. Persons attending the event have no priority claim to car parking spaces during the day, as there a limited number of spaces. The Committee will make every effort to accommodate disabled/elderly visitors if notified prior to the event taking place. There are more spaces available during the evening. The one way system in the car parks must be observed at all times.
9. The hirer is responsible for letting attendees into the grounds and securing the main gate afterward.
10. The crockery, cutlery and glassware in the hall is available for use, however, any breakages will deducted from the security deposit.
11. The lawn area outside hall near the wildlife field is available for use. The mown paths must be used when walking around the wildlife field and children must be supervised at all times, especially around the pond.
12. Emergency exits must not be obstructed.
13. The event must end before 11pm.
14. Any member of the Committee can enter the hall at any time during the event.
15. The Committee will responsible for securing the hall at the end of the event and ensuring all guests have left the grounds.
16. The hirer is responsible for the safety and welfare of all persons attending the event.
17. The hirer in accepting these conditions also acknowledges an understanding of the fire procedures.
18. All rubbish must be cleared from site when cleaning/tidying up is completed.