

**SOUTH KILLINGHOLME PARISH COUNCIL  
BOOKING FORM FOR THE COMMUNITY CENTRE**

**Booking Taken By:** .....

Name of Hirer(s).....Contact No.....

Address.....

Date Required.....Time.....

Type of Function.....

Room Required.....

Bar Required: Yes/No                      If Yes time bar required.....  
(In normal circumstances bar closes at 11.00pm)

**PAYMENT RECEIVED:**

In full.....(Amount). Received by.....

Deposit only.....(Amount). Received by.....

Invoice Required – Yes / No.....

**SCALE OF CHARGES**

<b><u>Room</u></b>	<b><u>Ordinary Charges</u></b>	<b><u>Local Org's/Youth Groups</u></b>
Large Hall	10.00/hr	6.00/hr
Small Hall	7.00/hr	5.00/hr
Committee Room	5.00/hr	3.00/hr
Kitchen facilities only	4.00 total charge	2.50 total charge
All Centre (1pm-midnight)	70.00	60.00
All Centre (6pm – midnight)	50.00	40.00

**TERMS AND CONDITIONS MUST BE READ, AGREED TO AND SIGNED AT  
THE TIME OF BOOKING THE CENTRE..**

**Please sign below to accept the terms and conditions as stated overleaf.**

**Signed**.....

## **TERMS AND CONDITIONS FOR HIRE OF THE COMMUNITY CENTRE SOUTH KILLINGHOLME.**

1. Applications for the use of the Community Centre shall be made on the official form provided.
2. It shall be the responsibility of the hirer(s) to ensure good conduct and control of persons attending functions at the community centre.
3. No banner, bill or other advertising device shall be permitted or exhibited on the building other than on the official notice board provided, except when specifically approved by the Parish Council.
4. Booking of the centre may be made up to one year in advance , although the parish council reserve the right to alter or amend charges.
5. Termination or relinquishment of a booking must be with one months notice from either side.
6. Free admission must be given to Parish Council members and Council Officers.
7. The hirer(s) agree to reimburse the parish council for any loss or damage caused to the community centre and/or the fixtures and fittings belonging to the community centre during the period of hire.  
It is the responsibility of the hirer(s) to inspect the centre with the care taker prior to and after the hire period.
8. It is the responsibility of the hirer to acquaint themselves with the fire procedure and fire exits and to evacuate the building in the case of fire. All means of escape must be kept clear at all times and exit lights left on.
9. When licensed bar facilities are provided all drinks consumed in the community centre must be purchased from the council's bar, with the exception of drinks used in toasts for weddings/parties. The bar is available until 11pm. No other alcohol to be brought onto the premises.
10. The maximum numbers allowed in the community centre is 170, if the small hall only is used the maximum number is 100.
11. All functions, except when provided, must have a doorperson.
12. It is the responsibility of the hirer to ensure that the premises are left in a clean and tidy condition. Failure to do so will result in a cleaning charge being levied.
13. Any additional hours required for hire will be charged at the appropriate rate.
14. If the booking involves music, this must close no later than 11.30pm