



Bringing Cowfold Community together

THE ALLMOND CENTRE Booking Form

I/We _____
(Name of Hirer or Hiring Group/Organisation)

Hereby:

1. **Agree** to hire the following facilities:

Community Area:

Yes No

Date(s): _____

Start Time: _____
(Remember to include setting up time)

End Time: _____
(Remember to include cleaning/clearing up time)

Will you be using the kitchen cooking equipment (hobs, ovens, microwaves, etc) for the preparation of hot meals?

Yes No

(If yes, there is a surcharge of £5.00 per session.)

Changing Rooms:

Yes No

Date(s): _____

Start Time: _____
(Remember to include setting up time)

End Time: _____
(Remember to include cleaning/clearing up time)

Officials Changing Room:

Yes No

Date(s): _____

Start Time: _____
(Remember to include setting up time)

End Time: _____
(Remember to include cleaning/clearing up time)

Regular Hire:

If you wish to book the facility on a regular basis, please specify:

First date of hire: _____

Last date of hire: _____

Frequency: _____
(for example, every week, once a month.....)

2. **I/We have read** *Standard Conditions of Hire* and any additional *Special Conditions of Hire* (for example, related to COVID-19 restrictions) and **confirm** that we **understand** and **will comply** with the conditions therein:

Yes

3. **I/We understand** that, if alcohol is to be sold in the Facility (whether directly or indirectly, for example, as part of the admission charge for an event), the Hirer is responsible for filing a Temporary Event Notice (TEN) with the Police and with Horsham District Council **at least ten days before the event** and providing a copy of the TEN, stamped by Horsham District Council, to the Booking Officer.

4. **I/We confirm** that alcohol:

will will not

be sold at this event. (Please tick which of these is applicable.)

5. Please specify what the facilities will be used for:

(Note that the Community Area is not available for parties for persons aged between 16 and 25 years; for young persons aged less than 16 years, a responsible adult (or responsible adults) must be present at all times)

Approximately how many attendees/guests are you expecting: _____

6. Please include any special instructions/requirements for your booking

7. **Agree** to pay the total charges before hire, as follows:

Area/charge	Selection (tick if required)	Hourly rate [♦] (£)	Number of COMPLETE [□] hours	Booking Fee (£)
Community Area	<input type="checkbox"/>			
Surcharge for use of cooking appliances in Kitchen	<input type="checkbox"/>	Not applicable		
Changing Rooms	<input type="checkbox"/>			
Officials Changing Room	<input type="checkbox"/>			
Returnable security deposit [†]	<input type="checkbox"/>	Not applicable		
TOTAL				

[†] If a security deposit is required, please provide this as a separate cheque/payment

◆ The hourly rates and the cost of any security deposits required are included in the Appendix

Part hours will be charged as full hours

8. **Undertake** that the following person (and, if appropriate, a nominated deputy) is twenty one or over and shall be in charge of, and present in, the facility at all times during the hire period and has responsibility for ensuring that the Standard Conditions of Hire (with any agreed variations) are complied with.

Name: _____

Name of Deputy (if appropriate): _____

Contact Details

Organisation (if applicable): _____

Address: _____

Telephone: _____

Email address: _____

Signed on behalf of Hirer/Hiring Organisation:

Signature of Responsible Person: _____

Name: _____ Date: _____

APPENDIX

Hire Rates

Facility	Hourly rate from 1 September 2022 (PART HOURS ARE CHARGED AS FULL HOURS)	
	Residents	Non-residents and businesses
Community Area including Kitchen ³	£13.00	£20.00
Changing Rooms	£13.00	£26.00
Officials Changing Room/Toilet	£7.00	£7.00

1. The minimum hire period is one hour.
2. The hire period must include any time required for setting up and clearing away.
3. The hire of the Community Area includes the use of the Kitchen for teas and coffees, etc. Use of the cooking facilities (ovens, hobs, microwaves, etc) will incur a surcharge of £7.00 per session.

Security Deposit

Security Deposits may be applied to cover against damage, breakages, lost items including keys and extra cleaning costs. These must be paid at the time of booking.

- For known non-commercial users and village residents, the Parish Council can, at its discretion, waive the requirement to pay a security deposit, except for parties.
- For children's and family parties, a deposit of £50.00 will normally apply.
- For non-residents and businesses, a deposit of £30.00 will be applied for the use of the Community Area.
- For non-residents and businesses, a deposit of £50.00 will be applied for use of the Changing Rooms.