

**GRAPPENHALL COMMUNITY CENTRE
BOOKING FORM AND CONTRACT**

Please return signed copy to GYCA with your payment



Details of HIRER

Name	
Address	
Telephone	
e-mail	

Details of HIRE

Date	Occasion	Room	Kitchen Hire	Time Inc Set Up	Bar Actual start time of Event	Room Hire Fee £	Booking Fee Paid £`	Number Attending
			Yes / No	From To				

CONDITIONS governing the hiring of rooms at Grappenhall Community Centre and The Bellhouse Club.

1. A booking is only considered to be made upon receipt of the Booking Fee and a signed copy of the contract.
2. The Booking Fee shall be **one half** of the Room Hire Charge.
3. The Balance of the Booking Fee is to be made no later than **28 days** before the date of the event. GYCA reserve the right to cancel any booking where the balance is not paid by the appropriate date.
4. Any booking, which is subsequently cancelled by the Hirer and where the Association fail to re-let the room, will result in the forfeiture of the Booking Fee, or if within 28 days of the event, the full amount of the hire.
5. The Hirer will not, without the permission in writing from the Association, sub-let any room or use same for any function, event or purpose, other than that stated on the Booking Form.
6. **The Hirer will be responsible for the behaviour of those attending, and will be liable to reimburse the Association for any damage or loss to the premises or to any items of furniture, fixtures, fittings, utensils, crockery and glassware thereon during the period of hire.**
7. Numbers of persons likely to be attending functions are to be given on the Booking Form and, if any substantial alteration is likely, the Association **must** be notified at least 7 days before the event.
8. Hirers should be aware that room hire bookings should **include** setting up/clearing up time, before and after the event.
9. Hirers who wish to do their own catering (kitchen hire separate) are advised to use disposable table cloths, plates, cups, plastic knives, forks and spoons etc.
10. Wine etc. must be purchased through the Association. The Bar Steward or Stewardess will be pleased to submit a list of wines available and prices.
11. No intoxicating liquor is to be brought onto the premises.
12. No person under the age of eighteen years may purchase or consume intoxicants on the premises.
13. No person under the age of fourteen years may attend any functions where intoxicants are being consumed, other than a private party (eg. Family Party, 21st Party, Wedding etc)
14. The Association reserves the right to remove or have removed from the premises any person or persons who, in the opinion of the Steward or Stewardess or any Committee Member or Hirer of the room, is causing nuisance or behaving in a manner likely to bring the Association into disrepute.
15. The hirer and their musicians or DJ, should be aware that under the terms of the licence, issued by Warrington Borough Council, the Association operates a 'Sound Limiting System' which will interrupt the mains power supply to amplification equipment should the sound level in the Olde Barn exceed the pre-set limit. **The association will not be responsible for any damage to hirers sound equipment caused by this sound limiting system.**
16. Excessive Noise. Guests leaving the building should be asked to leave in a quiet manner and not to cause annoyance to nearby householders by banging car doors and revving car engines.
17. Hirers should carry out a risk assessment of the hired room, relating to the activity they will be conducting, to ensure it is fit for purpose.

**NO BANNERS, PHOTOS, ETC ARE TO BE PUT UP ON THE WALLS IN THE OLDE BARN OR CLUBHOUSE BY ANY METHOD. WE WOULD RESPECTFULLY ASK YOU NOT TO USE FOIL CONFETTI ON THE TABLES AS THIS DAMAGES OUR GLASS WASHING EQUIPMENT.
PLEASE SEE THE REVERSE OF THIS FORM FOR FURTHER CONDITIONS**

I have been given, read and agree to abide by the conditions of the Hire of Grappenhall Community Centre as submitted to me and described more particularly above. The necessary Booking Fee of £ is enclosed with this booking.	Hirer's Signature
	Date

Guidelines for Room Hire at the GYCA

If you have hired a room from the GYCA, whether for a private function or for a group activity, you should be aware of your legal duties with regards to the safety of those persons assisting with or attending your event. You should:

Before the event / function or hire, be aware of / decide on the following:

- Where the fire exits are situated and how to operate them
 - If setting out or moving tables and chairs be aware of the risks involved in carrying out this process to ensure it is carried out safely
 - Have read the Fire Action notice relating to the area of the building you are occupying, these will be situated on the wall by the exit area to the building
 - Be aware of where you should assemble should there be an evacuation
 - Be aware of the limitation on numbers of people to ensure that rooms do not become overcrowded
 - Ensure that escape routes do not become blocked during your event or function
 - Do not block open fire doors
 - Adhere to the No Smoking Policy and be aware of where the smoking area is situated outside the building
 - No naked flames are started (unless authorised, ie candles in tea light holders where the flame is below the top of the container)
 - If using the kitchen that you adhere to the Guidelines for Use of the Kitchen:
-
- **Hirers Responsibility / Guidelines for use of Kitchen:**
 1. The kitchen is used at your own risk. Please ensure that you use the equipment safely and carry out your own risk assessment at the start of your hire
 2. Ensure all equipment is used by a responsible adult
 3. Do not allow children in the kitchen area
 4. Read the guidelines in the booklet in the kitchen for the use of the cooker
 5. Ensure that all surfaces and equipment are left in a clean and tidy condition at the end of the hire period. Do not use abrasives on any of the equipment.
 6. Return all equipment to its original position
 7. Ensure that cooker, taps etc are switched off at the end of hire (not the fridge)
 8. To ensure any food placed in the fridge by the hirer is removed and disposed of at the end of the hire
 9. To report any problems to the Bar Staff or Duty Bar Supervisor as soon as possible
 10. To ensure all rubbish is bagged in black plastic sacks, tied up and placed in the bins at the bottom of the car park
 11. A cleaning surcharge will be levied if the kitchen is not cleaned at the end of hire
 12. Do not remove any equipment or trays from the kitchen that do not belong to you