

As a result of completing this form your name, email and phone number will be stored securely in our Contacts List. Prior to submission please tick the appropriate box to confirm your acceptance and agreement. We will never share your personal information with anyone without your express permission. You can request your information to be removed at any time by contacting us at [enquiries@thecoddenhamcentre.co.uk](mailto:enquiries@thecoddenhamcentre.co.uk).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

Event date: \_\_\_\_\_

Access required from: \_\_\_\_\_

Access required to: \_\_\_\_\_

Function/Activity start: \_\_\_\_\_

Function/Activity end time: \_\_\_\_\_

One off or regular occurrence? \_\_\_\_\_

Estimated attendance \_\_\_\_\_

Is this a public or private event? \_\_\_\_\_

Will there be music? \_\_\_\_\_

Alcohol consumption or sales ? (see Licensing Act 2003 below) YES / NO

Facilities Required:

- |   |  |
|---|--|
| <input type="checkbox"/> Foyer                          | <input type="checkbox"/> Main Hall                 |
| <input type="checkbox"/> Kitchen (Cutlery/crockery)     | <input type="checkbox"/> Kitchen (Wine Glasses)    |
| <input type="checkbox"/> Kitchen (Hot Food Preparation) | <input type="checkbox"/> Kitchen (Tea/Coffee only) |
| <input type="checkbox"/> Tables & Chairs                | <input type="checkbox"/> Glasswasher               |
| <input type="checkbox"/> Ceiling Drapes                 | <input type="checkbox"/> Cooker                    |

### **Premises Licence (Licensing Act 2003)**

This is an Act making provision about the regulation of the sale of alcohol, the provision of entertainment and the provision of late night refreshment, about offences relating to alcohol and for connected purposes. The Hall is licensed for a number of activities and the conditions associated with the Premises Licence are displayed in the Hall foyer. The Hirer is deemed to have had notice of these conditions. The objectives of the Licensing Act being prevention of crime and disorder, public safety, prevention of public nuisance and the protection of children from harm. No alcohol can be consumed on the Hall premises at an event unless permission is sought from the Centre Manager at the time of the booking.

A Hirer's wish to consume or sell alcohol at their event can be brought to the attention of the Centre Manager by indicating the appropriate 'Yes' against the statement "Alcohol consumption or sales?" above on this document. Where permission is granted to consume or sell alcohol at an event, the Hirer must take all necessary steps to ensure no offences are committed under the terms of the Licensing Act 2003 during the period of the hire. This includes, but is not limited to, the illegality of selling or supplying alcohol to underage persons with the Hirer taking all necessary steps to confirm an individual's age. Failure to apply these rules could mean the Hirer refused permission to hire the Hall for subsequent events. A full list of offences that can occur under the 2003 Act is available on request. No event can be advertised stating the availability of alcoholic drinks, whether free or not, without the prior permission of the Centre Manager. It is the responsibility of the Hirer to comply fully with these conditions.

## Conditions of Hire

1. All bins to be emptied. You may use the rubbish bin adjacent to the recycling area. Do not leave bags on the ground.
2. Floors to be swept after your event. **Do not wet mop.**  
Any spillages / marks to be wiped up with a damp cloth.
3. When used, the kitchen including cooker and fridge are to be cleaned.  
If using the fridge, you will need to turn it on at the start of hire and off at the end.  
**The cooker is operated by a gas safety key** and will be unlocked if you have booked and paid to use the cooker.
4. Any crockery / cutlery used to be washed, dried and put away. Washing up liquid and disposable cloths are provided.  
**Please bring your own tea towels / oven gloves.**
5. A number of white table cloths are available to hire at a cost of £10 each.
6. Any chairs / tables / staging used to be put back in original position, as per the instructions supplied by the Booking Clerk at the start of the hire.  
**Please allow time for this in the time you book for clearing up – we would usually suggest at least 1 hour for clearing up / putting away**
7. No Sellotape / Blu-tack or similar to be applied to the walls. Hooks are fitted to the walls from which decorations can be hung, or string can be hung between hooks.
8. This hiring agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.
9. Soft balls allowed only. Be aware that the ceiling panels dislodge easily and should this happen, you will be invoiced for hire of scaffolding to replace the panels.
10. Any portable electrical equipment brought into the hall must have a current appliance safety test certificate/label

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## PAYMENT

For hire charges totalling over £100 an initial booking deposit of £50 will be charged and this is non-refundable and will be deducted from the final invoice. Additionally, where applicable, a refundable £100 damage and breakables deposit will be charged against any damage or additional cleaning costs, which will be refunded provided that the hall is cleaned to the standard outlined above and that no damage or loss has occurred to the premises.

### Method of Payment:

All payments to :     The Coddensham Centre     Sort Code : 08-92-99     Account No: 65875005  
or by cheque payable to The Coddensham Centre

☐ I have read and agree to the above Conditions of Hire, and attached Standard and Special Conditions of Hire

Signed: \_\_\_\_\_ (Person signing must be aged over 18 years)

Date: \_\_\_\_\_

Signed on behalf of The Coddensham Centre \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to [gail.springett@thecoddenshamcentre.co.uk](mailto:gail.springett@thecoddenshamcentre.co.uk) or to Gail Springett, The Coddensham Centre, Mary Day Close, IP6 9SR (mobile: 07720 206532)

**Your booking will not be confirmed until we have receipt of this completed agreement and deposit**

