

**\*THIS FORM IS NOT REQUIRED FOR TENNIS BOOKINGS\***

If you have any queries or need help completing the form please contact our Centre Manager [Gail Springett](mailto:gail.springett@thecoddenhamcentre.co.uk) [gail.springett@thecoddenhamcentre.co.uk](mailto:gail.springett@thecoddenhamcentre.co.uk) (mobile: 07720 206532)

**Please note we're not able to confirm your booking until we've received this completed Booking Form and your deposit.** Thank you for supporting the Coddenham Centre, a registered charity.

Name:

Address:

E-mail:

Telephone Number:

Purpose of Hire:

Event date:

Access required from:

Access required to:

Function / Activity start time:

Function / Activity end time:

One off or regular occurrence?

Estimated attendance numbers

Is this a public or private event?

Will there be music? YES  NO

Will there be alcohol consumed or sold? YES  NO

(Please refer to our Premises Licence below for details)

Facilities Required:

- |  |  |
|--|--|
| <input type="checkbox"/> Foyer                           | <input type="checkbox"/> Main Hall                   |
| <input type="checkbox"/> Meeting Room                    | <input type="checkbox"/> Projector                   |
| <input type="checkbox"/> Kitchen (Cutlery/crockery only) | <input type="checkbox"/> Kitchen (Wine glasses only) |
| <input type="checkbox"/> Kitchen (Hot food preparation)  | <input type="checkbox"/> Kitchen (Tea/coffee only)   |
| <input type="checkbox"/> Tables & Chairs                 | <input type="checkbox"/> Glass washer                |
| <input type="checkbox"/> Ceiling Drapes                  | <input type="checkbox"/> PA System                   |

**The Small Print  
(Standard Conditions of Hire are attached)**

1. This Booking Form is part of the Standard Conditions of Hire and the Special Conditions of Hire which must be read at the same time.
2. Please empty all rubbish bins. You may use the rubbish bin adjacent to the recycling area, but please do not leave bags on the ground.
3. Please make sure the floors are swept after your event and **do not wet mop the floors** as this will damage the surface.
4. Please wipe up any spillages / marks with a damp cloth.
5. Please ensure the kitchen including cooker and fridge are thoroughly cleaned. If you're using the fridge, then you'll need to turn it on at the start of hire and off at the end of hire. Please note **the cooker is operated by a gas safety key** and will be unlocked if you have booked and paid to use the cooker.
6. Please make sure any crockery / cutlery used are thoroughly washed, dried and put away. Washing up liquid and disposable cloths are provided but **please bring your own tea towels / oven gloves**.
7. We can supply white tablecloths to hire at a cost of £10 each (small) £15 (large). Please contact our Centre Manager if needed.
8. If chairs / tables / staging are used then please ensure these are returned to their original position. The Centre Manager will supply instructions 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.**
9. Please do not attach Sellotape / Blu-tack or similar to the walls as this causes damage to the paint and plaster. Hooks are fitted to the walls from which decorations can be hung, or string can be hung between hooks.
10. Explosives and flammable substances  
So we can comply with Fire Regulations and ensure your safety, you must ensure that:
  1. Highly flammable substances are not brought into, or used in any part of the premises
  2. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be used without the consent of the Centre Manager.
  3. No decorations are to be put up near light fittings or heaters.
11. Soft balls only please. The ceiling panels dislodge easily and we may need to charge for hire of a scaffold tower to replace or re-adjust them.
12. So we can comply with Electrical Regulations, portable electrical equipment bought into the Centre must have a current appliance safety test certificate / label. The Centre Manager can arrange this for you, but there will be a small charge.
13. Attendance Numbers  
The Fire Regulations also require you not to exceed the maximum permitted number of people per room including the organisers / performers:

Main hall seated	161
Mixed (tables & dancing in main hall)	228
Dancing only in main hall	322
Closely seated in main hall	161
Foyer in addition to main hall	48
Meeting room	15

## **Alcohol and our Premises Licence (Licensing Act 2003)**

Our Premises Licence regulates the sale of alcohol, the provision of entertainment and the provision of late-night refreshment. The conditions are displayed in the Centre foyer. For us to maintain our Licence you must read these conditions so you are aware of the objectives of the Licensing Act which are prevention of crime and disorder, public safety, prevention of public nuisance and the protection of children from harm.

If you wish to consume or sell alcohol at your event please bring this to the attention of the Centre Manager by indicating the appropriate 'Yes' against the question "Alcohol consumed or sold?" on this booking form. Please note no alcohol can be consumed on the Centre premises at an event unless permission is sought from the Centre Manager, at the time of the booking.

When the Centre Manager or management committee has agreed that alcohol can be consumed or sold at your event, you 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, not selling or supplying alcohol to underage persons and taking all necessary steps to confirm an individual's age. If you don't take these necessary steps then you may not be able to hire the hall in the future and we may lose our Licence.

In order to comply with our Licence your event cannot be advertised stating the availability of alcoholic drinks, whether free or not, without the prior permission of the Centre Manager.

We must ask you to be responsible for agreeing to these conditions. The Centre Manager can supply a full list of offences that can occur under the 2003 Act on request.

## **Children's Play Equipment**

If you would like to arrange for children's play equipment eg. bouncy castle, soft play equipment etc. to be used in The Coddendam Centre then please would you follow all the manufacturer's and supplier's guidance for safety. This includes but is not limited to:

- Age limit for children
- Supervision from an appropriate adult
- Appropriate footwear
- No sharp objects
- For insurance reasons we are not able to accept any liability for injuries or accidents when using equipment brought into the building or grounds

## **Payment**

For hire charges totalling over £100 we will need a non-refundable booking deposit of £50. This will be deducted from the final invoice.

For certain events we will also need a refundable £100 damage and breakables deposit (at the discretion of the Centre Manager). This will be refunded provided that the Centre is cleaned to the standard outlined above and that no damage or loss has occurred.

**All payments to :** Account Name: The Coddendam Centre  
Sort Code : 08-92-99  
Account No: 65875005

or by cheque payable to The Coddendam Centre

I have read and agree to the Standard Conditions of Hire, and Standard and Special Conditions of Hire (if any) attached.

The Coddendam Centre would like to store your name, email and phone number in our secure Contact List and send you details of forthcoming events which you may be interested in. You may unsubscribe to these emails at any time by contacting [enquiries@thecoddendamcentre.co.uk](mailto:enquiries@thecoddendamcentre.co.uk) and we will never share your contact details without your agreement. Please help us to maintain our vibrant community centre by ticking this box.

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

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

Signed: \_\_\_\_\_ on behalf of The Coddendam Centre

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

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