



The Local Community Centre  
Mitre Lane  
Boston  
Lincolnshire  
PE21 6EB

Email: [thelocalcommunitycentre@gmail.com](mailto:thelocalcommunitycentre@gmail.com)

## Booking Form

TLCC is pleased to make its building available for community use. Tables, chairs and other equipment are available – see the list below. Wireless Internet is available soon together with a data projector and sound system. The kitchen is stocked with all that is needed to cater for 40 people.

### INSTRUCTIONS

1. Please discuss any special requirements well in advance as we are not staffed to handle substantial late alterations to previously agreed arrangements. If you are using our projector, please arrange a time to check that your equipment connects correctly.
2. Complete two copies of the booking form. Sign and date the forms.
3. Give or post one copy to: the address above.
4. Keep the second copy or pass it to the person who is in charge of the practical arrangements for your event.
5. Provisional bookings can be made up to one year in advance. Bookings will be confirmed on receipt and acceptance of a completed booking form.
6. We will assume that the arrangements are as stated on the form unless you advise us of changes.
7. Payment is due before or after 14 days after booking depending on arrangement made beforehand. Cheques are to be made payable to "The Local Community Centre". Arrangements will be made to unlock and lock up when you leave. You will be given contact details if you leave early.
8. Advertising posters of up to A1 size may be displayed on the window nearest the exit door for a period of up to two weeks before a one-off event or if a monthly event this can be left for the duration. This is at the TLCC committee's discretion.

### Charges

Bookings are the total period of occupation, including preparation, rehearsal and clearing up time. Large Hall Capacity 109 chairs and 19 at tables. £12.50 per hour for the large hall and £7 for the

small room. (There is no separate charge for use of the data projector and sound system) Kitchen – no charge.

### Bookings

All bookings are to be made with a Trustee and confirmed in writing. The Local Community Centre (TLCC) reserves the right to refuse or terminate bookings. The booking period shall include preparation and clearing up time. The booking agreement between the hirer and the TLCC is as stated on the signed and accepted booking form.

### Cancellations

Cancellations may be made at any time.

### Damage

ALL DAMAGE TO PREMISES OR EQUIPMENT MUST BE REPORTED AT ONCE IF IT AFFECTS SECURITY, otherwise within 48 hours. Breakages must be paid for. TLCC is not responsible for loss or damage to the equipment or property of the hirers.

### Emergencies

See the notices regarding the action to be taken in case of fire. You should familiarise yourself with escape routes.

Equipment TLCC equipment (electrical and other) is inspected on an annual basis. It may be used with permission, but the hirer is responsible for any further safety checks that he or she may deem necessary. The hirer is responsible for carrying out safety checks on any equipment brought onto premises.

The premises shall be vacated by the agreed time. Latest vacation time is 22:30, unless agreed otherwise. Noise There is generally no problem with noise from events on the premises, but please consider the proximity of the residences if an event is due to finish late in the evening.

Please take all rubbish away with you, as we do not have the capacity to store it. No food or food waste is to be left in the kitchen. Small amounts of non-food waste may be left in the kitchen bin. If you need to replace the sack, a roll is kept under the sink. No excess articles after sales etc. are to be left on the premises.

### Storage

No storage space is available on the premises except by prior permission. Any requirement to leave equipment overnight should be recorded on the booking form.

### Covid 19 Guidelines

Please use the one way system indicated. Front door as the in and the exit as the exit. Stagger the times people enter. Ask them to use the hand sanitizer provided. Wash hands, avoid touching door handles if possible and keep 2 metres distance where possible. Wear facemasks.

Name of hirer: .....

Contact details:.....

Signed: (Hirer) .....

Dated:.....