



## KEN KENNETT CENTRE - BOOKING FORM

Please fill in the following information about your booking request:

Date required:  Day:

Purpose:

Time: 

From	To	No Attending:
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Hirers Name:   
Address:

Telephone Number:

Group or Organisation:

**Charges:** The centre can be hired at an hourly rate of £12.50. Private parties can be booked at an initial cost of £30 for 3 hours. Further hours are charged at the usual hourly rate of £12.50. For all bookings, a refundable deposit of **£10** is required to secure your booking. **This will only be returned if the hall is left in a tidy condition with tables and chairs neatly stacked and providing that no damage has been incurred.**

Please send this booking form, along with your hire charge and £10 deposit to the Bookings Secretary at either of these addresses:

**Post:** Ken Kennett Centre, 100 Justins Avenue, Stratford upon Avon

**Hand deliver:** KKC bookings, c/o 102 Justins Avenue, Stratford upon Avon

Cheques should be payable to "Clopton Community Forum." To make a verbal booking, please telephone 01789 415551 and leave a message on the answerphone.

I hereby agree to abide by the hiring conditions issued to me, and confirm that I have read and understood the regulations regarding fire. I accept full responsibility for the above event and will personally ensure that an authorised representative or I attend the above event to ensure that the regulations are adhered to.

Signature:.....

Date:.....

## KEN KENNETT CENTRE - HIRING REGULATIONS

*Please keep this sheet for your reference*

1. The booking form must be signed and returned to the Booking Secretary within 10 days of making a verbal booking, together with a deposit of £10. *You can either post to the Ken Kennett Centre, 100 Justins Avenue, or hand-deliver c/o 102 Justins Avenue, Stratford upon Avon.*
2. The Booking is not to be regarded as firm until the deposit has been paid.
3. **The booking fee must be paid in full prior to the event, together with the refundable deposit of £10. THIS DEPOSIT WILL BE WITHHELD IF ANY DAMAGE HAS BEEN SUSTAINED OR IF THE CENTRE IS NOT LEFT IN A REASONABLE CONDITION** i.e. if the chairs and tables are not returned to where they came from or if washing up and clearing up of rubbish has not been done **(all rubbish should be placed in the bins at the perimeter of the centre).**
4. In the event of damage the hirer shall be liable to pay the full cost of any repairs.
5. Persons under the age of **21 years** cannot hire the hall.
6. The Management Committee reserve the right to refuse any application for the hire of the hall and to refuse admission to any individual without assigning any reason.
7. Music must stop no later than 10pm. However, please be aware that the hall is adjacent to residential accommodation and care should be taken at all times to ensure the minimum of disturbance to neighbours.
8. Organisations that hire the Ken Kennett Centre are not covered by the insurance of CCF and where services are being provided to members of the public organisations should provide details of their insurance to the Bookings Secretary.
9. Organisations working with children or vulnerable adults should provide an up to date copy of their CRB certificate.
10. The Ken Kennett Centre is a non-smoking environment and can safely hold up to 60 people.

**If in any doubt about any of the above responsibilities please ask the Booking Secretary.**

### **IN THE EVENT OF FIRE**

Promptly evacuate the building by either door, making sure that all persons leave the building and assemble across the road. The hirer or organiser must ensure the Fire service is called.

**IT IS THE DUTY OF THE HIRER TO ENSURE THAT ALL THE FIRE EXITS ARE KEPT CLEAR OF OBSTRUCTION DURING THE OCCUPATION OF THE HALL.**