

**LAWLEY AND OVERDALE
PARISH COUNCIL**



Lawley Community Centre

Booking Form

Leonard Smith House
West Centre Way
Lawley
Telford
TF3 5HT
Tel: 01952 507865

clerk@lawleyoverdale.org.uk

www.lawleyoverdale.org.uk

Clerk to the Council: Sharon George
Deputy Clerk: Helen Barker
Assistant Clerk: Judy Parker

LAWLEY COMMUNITY CENTRE
off Arleston Lane, Lawley, Telford TF4 2PR

BOOKING FORM

Name of Hirer

Contact Address

Telephone

Type of function Number attending

*Name of bar/Licence Number **OR** *I confirm no alcohol will be sold at the function *(delete as appropriate)

Room	Date	Start Time	Finish Time	Hire Charges	
				Room hire fee	
				Kitchen fee	5.00
				BALANCE DUE	

To secure the booking, an additional deposit of £100.00 is required to cover the cost of accidental breakages or damage, refundable after inspection of the premises proves to be satisfactory. Please familiarise yourself with the conditions of hire.

DEPOST PAID £ **DATE**

BALANCE PAID £ **DATE**

Payment of the full hire fee must be paid no later than fourteen days prior to the date of hire. No engagement will be treated as confirmed until payment has been made. A **£20 deposit** will secure a booking until 14 days prior to the date of hire. No refund can be made when cancellation is received less than 21 days before the date of hire. In addition, a **deposit of £100** is required to cover accidental damage or breakage (see above).

The Council reserves the right to cancel bookings for any reason and at any time before the date of hire in the event of the facilities being required for an unforeseen event over which the Council has no control. A full refund will always be given under such circumstances.

No bookings will be accepted unless the hirer is over 21 years of age or at the discretion of the Council.

If the Centre is to be regularly hired by a group that includes children as its core then a current Child Protection Policy must be made available to the Council as a condition of this hiring agreement.

I/We agree that upon the signing of this form there exists a contract of hire between the Council and the hirer.

Hirer's Signature Date

For and on behalf of Lawley & Overdale Parish Council

..... Date

***All cheques should be made payable to "Lawley & Overdale Parish Council" and returned to: -
Lawley & Overdale Parish Council, Leonard Smith House, West Centre Way, Lawley, Telford. TF3 5HT
Please note from 1 April 2018 payment by cheque will not be accepted; payment can be made by bank transfer with full details given at time of booking.***

FIRE STEWARD FORM

NAME/USER GROUP:	BOOKING DETAILS:
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1. It is a requirement under the conditions of hire that you supply minimum of 2 Stewards for your user group. Stewards are required to be over 21 years old and capable of the duties below.
2. If you are unable to arrange this please contact the Clerk to the Council for further advice.
3. Please complete the details below for each steward, who must sign the form. Return this completed form with your booking form.

STEWARD'S DECLARATION

I understand that I am responsible:

1. for ensuring that no sale or consumption of alcohol on the premises takes place without prior approval from the Parish Council
2. to permit access by authorised visitors only
3. to contact the Police if necessary
4. for ensuring that Fire Exits are kept clear at all times in accordance with Fire Safety Regulations
5. for identifying the location of Fire Fighting equipment and Fire Exits
6. for working with the other stewards to ensure that any Emergency Services are contacted by telephone and to evacuate the building in the event of fire

Please complete the details of the stewards who are able to meet these requirements who must sign below:

Name	
Address	
Name	Signed
Address	
Name	Signed
Address	

Name of Hirer.....

Signature.....

Date.....

Hire Charges Lawley Community Centre

	Main Hall 1 April 2017	Main Hall 1 April 2018
Regular Groups/ Voluntary Groups	£7.00 per hour	£8.00 per hour
Agency	£14.00 per hour	£15.00 per hour
Private Parties	£18.00 per hour	£19.00 per hour
Commercial	£24.00 per hour	£25.00 per hour

There is also a one off charge per hirer of £5.00 for use of the kitchen.

These rates are charged per hour and we are able to take payment in advance (by bank transfer from 1 April 2018) or raise invoices for appropriate agencies. Prices are kept in line with other Community Centres in the Telford area.

SAFETY PROCEDURES

In the interests of health and safety please bring the following points to the attention of all members of your group/party:

1. Note the position of the First Aid Box which is for public use and can be found on the open shelf unit at the end of the wall units in the kitchen and clearly marked. Please record any accidents in the Accident Book which should be kept next to the First Aid Box. Serious accidents should be reported to the Buildings Manager.
2. Note the location of emergency exit which can be found in the in the main hall.
3. The emergency exit must be kept clear at all times and free from obstruction.
4. If any members of your group are disabled make sure that they can be readily evacuated.
5. Note the position of the fire extinguishers. These are for use for small incidents only. Do not use them for any other purpose e.g. to hold doors open.
6. If the fire alarm is sounded you and your group should leave the building immediately and assemble outside of the building at the designated assembly point at the front car park gates.
7. If you are unable to exit through the main entrance door you should leave the building through the fire exit door in the main hall.
8. Do not re-enter the building until it has been declared safe.
9. Do not attempt to repair or adjust any electrical equipment which is owned by the council. Any faults should be reported to the Buildings Manager.