

Laindon Community Centre

BOOKING FORM

CUSTOMER CHECKPOINTS (to be completed with the customer):

- Non-refundable deposit required to confirm your booking (1st hour at std room rate)
- Balance payable 1 month before party/function
- We do not cater for 14th to 20th birthdays parties & 21st parties must be a mix of family members
- All bars close at 11pm, strict 20 minutes drinking up time before lights on and music off
- All rooms must be vacated by 12 midnight
- Any underage drinking will result in your function being shut down
- Please ask staff where to dispose of your rubbish at the end of your event

Failure to abide with these rules will unfortunately result in your function not going ahead.

Organization / Event _____	No. Guests _____
Mr / Mrs / Ms Name _____	Date Of Hire ____/____/____
Address of Hirer _____	
_____ Postcode _____	
Telephone No. _____	Mobile No _____
Email Address. _____	

- Sports Hall Function Room Dance Studio Dining Room Room 1 Room 2
Party Prices: Children's parties £30 ph / Adult parties (anything with a bar) £60 ph

Party From	Party To	Rate (£)	Total (£)
		x £	

HIRE COST £ _____ DEPOSIT PAID £ _____

BALANCE TO PAY £ _____ RECEIPT NO. _____

I hereby agree to hire facilities at Laindon Community Centre in accordance with the above mentioned details. I have read the attached terms and conditions and agree to abide by them.

CUSTOMER SIGN _____ MANAGER _____ DATE ____/____/____

Notes / Equipment / Special Arrangements: _____

TERMS & CONDITIONS

LETTINGS AT THE CENTRE'S DISCRETION

The organisation shall have the absolute discretion as to hiring of the Laindon Community Centre and reserve the right to refuse payment of the hiring charge other than in cash.

DEPOSIT (NON-REFUNDABLE)

All function bookings must be accompanied by a deposit of 1 hour's hire rate to secure your booking. The balance of the hire charge must be paid a month before the date of hiring.

PARTY TIMES

All parties must book for the time you occupy the room. This **includes your setup and clear down** time. Third party hirers cannot drop off or leave bouncy castles, balloon arches, food etc. outside booked time without prior arrangement - as the room may be in use by another booking. Please vacate promptly so we can prepare the room for the next booking.

For evening functions with a bar, this will close at 11pm and you are asked to respect a strict 20 minutes drinking up time. Music must be off by 11.20pm and all guests must vacate the building by midnight.

ALCOHOL SALES

The provision of alcoholic refreshments at the Laindon Community Centre will be undertaken by staff employed by the Centre. No alcohol may be brought onto or consumed on the premises from outside sources. ID will be requested for persons looking younger than 25. Any persons found to be bringing in alcohol will be turned away.

UNDERAGE DRINKING

We operate a strict Challenge-25 Policy. Any persons in the possession of alcohol who cannot prove they are 18+ (with original copy ID) will not be served alcoholic drinks by staff. Any adult permitting children under the age of 18 to drink alcohol is committing a criminal offense. Anybody who refuses to surrender alcohol will be asked to leave the Centre.

SMOKING

If you or your guests wish to smoke you may do so in the designated areas provided.

RESPONSIBLE PERSON

A pre-appointed adult must be available at all times to liaise with Centre staff in the event of any issues. Children should be properly supervised at all times and stay in the room you hire. This person will generally be the person who has made the booking and is responsible for the conduct of guests.

INSURANCE

The Centre provides insurance cover in respect of its building, furniture and fittings. The hirer's attention is particularly drawn to the fact that the insurance does not extend to goods, equipment or items other than those provided in the Laindon Community Centre by the Centre. Your personal property, vehicles and equipment are not covered by our insurance and are at your own risk.

ILLEGAL SUBSTANCES

Any persons seen or suspected to be consuming, dealing or passing illegal substances will be asked to leave the premises immediately and will be subject to an exclusion from the Centre. We have a zero tolerance policy to drugs and can make no exceptions.

FAMILY PARTIES

Please be aware that family parties need to be a mix of ages and cannot simply be used as a "workaround" to avoid our policy on 14th to 20th birthdays. Any events that are booked to circumvent this policy will just be closed down and asked to leave – so please be honest when booking events to avoid disappointment.

All children's parties must be concluded by 6pm. All parties without bar facilities must be concluded by 6pm.

We reserve the right to terminate bookings, close the bar & shut down any event if any of these terms are not adhered to.