

HIRE AGREEMENT



**COULSDON
COMMUNITY
CENTRE**

Est. 1935

Registered Charity No. 1117130

The maximum capacity of the Coulsdon Community Centre ('the Centre') is 250 people. Additionally, the Trustees of the Coulsdon Community Centre Association and the Centre Administrator ('Centre Representatives') reserve the right to further limit the number of people who may access the premises depending on the type and size of the accommodation hired, and the purpose for which it is to be used.

Hire charges are based on the whether the hirer is a community group or commercial enterprise; the size of the hall or room hired; the nature of the event; and the date and duration of the hire (from the time you require access until the time you vacate the premises).

A completed application and full payment for all bookings must be received not later than four weeks before the date of the hire. A booking is only confirmed on receipt of full payment, which may be made using cash, cheque or online bank transfer. Card payments are not accepted.

Cheques should be made payable to 'Coulsdon Community Centre'. The Centre Administrator will provide the Centre's bank details for online transfers, on request.

For each one-off party and event hire, a damage and cleaning deposit of £200 (generally by cheque) is required in addition to the hire charge. This deposit will be retained and your cheque cancelled, returned or refunded after the hire: provided there is no damage (including accidental damage) to the premises and/or contents; the premises are left in a clean and tidy condition; and that you have complied with the Terms and Conditions of Hire.

The hirer is required to pay to the Centre the cost of making good any damage to the property of the Centre, or any excess cleaning which may result from the hire. Any damage must be reported to the Centre Administrator at the earliest opportunity. Please email coulsdoncommunitycentre@yahoo.com

Cancellations must be made a minimum of three weeks before the hire, in which case your hire payment will be returned minus a 25% administration fee. If a cancellation is made with less notice than three weeks, the Centre will retain your hire payment in full, unless another hirer is found for the hire period concerned. In this case, your hire payment will be returned minus a 25% administration fee.

Centre Officials reserve the right to refuse without explanation any application to hire the premises, and to cancel any lettings at any time without written notice. On the termination of the agreement under this condition, the Centre Officials will return to the hirer all or part of the money paid, but the Centre shall not be liable for any loss or damage arising out of such a termination.

All hires are subject to the discretion of the Centre Representatives.

**ALL CORRESPONDENCE WITH CENTRE REPRESENTATIVES
(INCLUDING INVOICES) RELATING TO THE HIRE WILL ALSO
FORM PART OF THE HIRE AGREEMENT.**

APPLICATION FOR HIRE



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NAME OF APPLICANT

CLUB OR ORGANISATION

CONTACT ADDRESS

HOME TELEPHONE NUMBER

MOBILE TELEPHONE NUMBER

Please also state preferred contact no.

DATE/S, TIMES AND PURPOSE OF HIRE

SPACE REQUIRED / NUMBER OF PEOPLE ATTENDING

JUBILEE HALL
UPPER HALL
COMMITTEE ROOM
OTHER

FEE

£

PUBLIC LIABILITY INSURANCE FOR EVENT

YES / NO

If YES, then please provide details including COMPANY NAME,
POLICY No., AMOUNT of COVER and EXPIRY DATE

I, the undersigned, hereby confirm that I accept the Conditions of Hire.
I agree to pay such charges as required for hire of the Centre and to notify you of any aspect
that I am required to do as set out in the Terms and Conditions.

SIGNATURE

NAME

DATE