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|  | **THE VILLAGE CENTRE**  **ROOM HIRE BOOKING FORM 2024** |

**Contact Details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone Number** |  |
| **Mobile** |  |
| **E-mail address** |  |

**What is the purpose of your booking? Please indicate below**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Children’s Party** |  | **Adults Party** |  | | **Training Event** |  | **Funeral Wake** |  |
| **Other** |  | | | | | | | |
| **Date:** | | | |  | | | | |
| **Time (including set up and clearing away):** | | | |  | | | | |

**Which room/s do you require? (please indicate below)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hall (inc kitchen)** |  | **Upstairs meeting room** |  | **Café** |  | **Café & Hall** |  |

**Additional requirements ? (please indicate below)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Crockery** |  | **Wine glasses** |  | **Cooker/**  **Oven** |  | **Audio equipment** |  | **Projector** |  | **Cleaner (post event)** |  |

**Total Cost (please indicate below)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Room Hire** |  | **Cleaning** |  | **Deposit\*** |  | **Total** |  |

**\*Refundable Deposit of £100 is due at time of booking**

**Cleaning (if required) payable by cash on the day of the function**

*I have read and understand the conditions of hire and agree to adhere to them while using the premises.*

|  |  |
| --- | --- |
| **Signed** |  |

**VILLAGE CENTRE HIRE CHARGES 2024**

*Room hire charges per hour:*

|  |  |  |
| --- | --- | --- |
| **Room** | **One off booking** | **Charity booking** |
| Hall and kitchen | £30 | £20 |
| Meeting room | £15 | £10 |
| Café Area (inc use of play area) | £35 | £25 |
| Café & Hall | £60 | £40 |
| Use of Audio Equipment (*café only)* | £10 per session | |
| Useof Projector (*café* only | £10 per session | |
| For other requirements (eg catering & staff) please contact the centre manager | | |

**Payment can be paid by BACS via the following details:**

**St Jude’s United Church Village Centre**

**Account no – 00020356**

**Sort Code - 40-52-40**

**Deposit**

**An additional deposit of £100 per booking payable at the time of booking is required. This deposit will be returned to the hirer in full after the event unless a cleaning or breakage charge needs to be applied or any of our Terms & Conditions are breached  
  
Cancellation  
Please see our Terms & Conditions overleaf for cancellation charges**

**Cleaning**

A cleaner can be arranged after your function at the following cost payable by cash on the day of the event:

**£15.00 – Hall**

**£20.00 – Café**

**£35.00 - Café & Hall**

**The Village Centre – Conditions of Hire**

**For the purpose of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.**

**The hirer shall not be a person under the age of 21 years of age**.

1. All bookings should be made through the Village Centre Manager, and will be confirmed on receipt of the completed booking form and payment. The Village Centre reserves the right to refuse any bookings, as well as those that which are not in accordance with the booking conditions. (set out below)
2. Acceptance of a booking implies only the use of the particular area of the building and during the times agreed as per the booking form.
3. Smoking or vaping are not permitted anywhere on the premises. Activation of the fire alarm due to smoking or vaping, or use of a smoke machine will result in the hirer forfeiting their deposit. Our Fire Alarm alerts us of the area where the alarm is activated.
4. If using loud music you are asked to respect our neighbours. Sunday to Thursday music should finish by 10pm. Friday & Saturday by 11pm. The building must be vacated by midnight. If you wish to go beyond these times please speak to the Centre Manager.
5. Alcohol is not permitted anywhere on the premises, however the Management Committee reserves the right to waive this rule in certain circumstances. Please speak to the Centre Manger in the first instance.
6. Drugs & illegal substances are not permitted anywhere on the premises or in the immediate vicinity of the preferences.
7. Collection of the keys by the hirer will be arranged with The Village Centre Manager during the week before the function date. The hirer shall, during the period of hire, be responsible for the security of the building and shall at no time leave the building unattended. You will forfeit your deposit if you fail to return your allocated keys.
8. The hirer shall, during the period of hire, be responsible for supervision of the premises, protection of the fabric and contents from damage and the behaviour of all persons using the premises. Children should not be allowed to leave the building at any time during the event, and should be under adult supervision at all times. Portable fire extinguishers may not be used as door stops.
9. The hirer shall, during the period of hire, be responsible for the proper supervision of car parking arrangements so as to avoid the obstruction of the access lane. Please ask your guests to park considerately and note that parking restrictions apply in Victoria Street; there is a public car park at the top of the street.
10. The Village Centre Manager will be responsible for ensuring heating and lighting (season appropriate) is available and ensuring the room is in a reasonable state prior to use.
11. The hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking. Please discuss your License applications with the Centre Manager.
12. The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
13. The hirer shall ensure that any electrical appliances brought by him/her to the premises and used there shall be safe and in good working order, used in a safe manner, fitted with effective suppressors and properly earthed and insulated. (PAT Tested)
14. The hirer shall be responsible for making adequate arrangements to insure against any third party claims which may fall against the hirer or his/her organisation whilst using the premises. The Village Centre does not accept responsibility for loss or damage to the hirer’s effects during the time of hire or for injury to any person unless negligence on the part of the committee can be proven.
15. The hirer shall be responsible for observing all regulations affecting the premises imposed by the Fire Authority and the Local Authority, and must not contravene the laws of betting, gaming and lotteries. Portable fire extinguishers may not be used as door stops.
16. The hirer shall not sub-let the premises. The hirer shall not use the premises for any unlawful purpose or in any unlawful way. The hirer shall not bring into the premises anything which may endanger the premises, their users, or insurance policies relating thereto.
17. The hirer shall indemnify The Village Centre in respect of repair of any damage done to any part of the premises or contents of the building during a booking.
18. The hirer shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
19. The hirer is responsible for clearing away its own equipment and disposing of their rubbish at the end of the period of hire (please do not use our bins but please take rubbish home with you). Failure to comply with this will incur a cleaning charge. Please refer to the End of Hire Checklist provided to you.
20. The Village Centre reserves the right to charge the hirer for additional costs for cleaning, repairs or loss replacement – this includes the refilling/replacement of fire fighting equipment that has been used or damaged in a non-fire situation.
21. The hirer acknowledges that no tenancy is intended to be created between The Village Centre and the hirer and no relationship of landlord and tenant exists between them.
22. All commercial hirers are to provide their own Public Liability Insurance and provide a copy of such to the Centre Manager before the first date of hire.
23. The Village Centre regards the safe care and protection of children as our priority. Groups that hire or use the premises for parties are expected to share this concern and make appropriate provision for the children in their care. The hirer confirms that it is familiar with the NSPCC guidelines and has undertaken to follow their recommendations in relation to work with children and young people. www.learning.nspcc.org.uk The hirer, upon accepting and signing this agreement agrees to comply with these regulations. If you are using the premises to run groups relating to childcare or in a professional capacity, other regulations may apply – please see the Centre Manager.
24. Minimum recommended child supervision levels are as follows:

0-2 yrs 1 adult for every 3 children 1:3

2-3yrs 1 adult for every 4 children 1:4

4-8yrs 1 adult for every 6 children 1:6  
9-12yrs 1 adult for every 8 children 1:8  
13-18yrs 1 adult for every 10 children 1:10

Please note that there should **ALWAYS** be more than one adult on site when working with children.

1. The Village Centre reserves the right to cancel or change a booking in exceptional circumstances. Any booking fee will be subsequently refunded. The Village Centre cannot be held liable for any costs incurred by the hirer as a result of a cancelled or changed booking.
2. A £25 cancellation charge applies to all confirmed bookings. The following cancellation charges also apply:  
   Within 14-28 days of booking: 50% of booking fee, less £25 cancellation charge  
   Within 14 days of booking: 100% of booking fee less £25 cancellation charge  
   More than 28 days of booking: Full refund less £25 cancellation charge
3. The right is reserved for a member of The Village Centre Management Team to enter the building at any time during your booking period.
4. Any complaints should be made in writing to the Village Centre Manager atThe Village Centre, Victoria Street. Englefield Green TW20 OQX or via email on manager@villagecentre.org.uk
5. The Village Centre building is owned by the Methodist Church and therefore all bookings come under S.O 92 of The Constitutional Practice and Discipline of the Methodist Church. For clarification please speak to the centre manager.
6. The building may not be used for Halloween events, religious ceremonies, prayers or any other spiritual worship other than that of the Christian faith. Hire of the premises for the use of political purposes is at the discretion of the manager. Please discuss any requirements with the Village Centre Manager.
7. The Village Centre takes Data Protection seriously and we guarantee that we will always store your data securely. We will use your personal data to communicate with you regarding your booking and activities at The Village Centre only and we will ensure that your personal data stays personal. Our Privacy Policy can be accessed by emailing: [office@sfmc.org.uk](mailto:office@sfmc.org.uk)

The Village Centre, Victoria Street, Englefield Green, Surrey TW20 0QX

Email: [manager@villagecentre.org.uk](mailto:manager@villagecentre.org.uk)