



BANWELL YOUTH & COMMUNITY CENTRE BOOKING FORM AND TERMS & CONDITIONS OF HIRE

NAME: ORGANISATION:

ADDRESS:

TELEPHONE:

EMAIL ADDRESS:

BOOKING INFORMATION

Date(s): Time (From-To):

Regular Booking Details (if applicable):

During School Holidays? Yes / No

Hire Fees:

- **Monday-Friday:** £12.00 per hour
- **Saturday-Sunday:** £14.00 per hour

Payment Methods:

- Preferred method is by Bank Transfer: Use your organisation's or personal name as the reference for easy tracking.
- Cheque: Payable to "Banwell Parish Council."

All bookings for casual hirers will only be confirmed once payment is received in full. Regular hirers are required to pay by the last day of the previous month for ongoing bookings

Agreement Copies

To confirm the booking, **two signed copies** of this Hiring Agreement are required. Please return one signed copy to Banwell Parish Council, either in person or by email clerk@banwellparishcouncil.gov.uk, and retain the second copy for your records.

Community Group Discount

Community groups in Banwell are eligible for a 50% discount on standard rates if the event directly benefits the group's purpose. This concession is limited to one discounted booking per six months per group, at the Youth and Community Centre Committee's discretion.

For groups / organisations or charities providing a service directly benefiting Banwell residents, the building may be used at no charge in certain cases. Eligibility for this concession will be determined by the Youth and Community Centre Committee on a case-by-case basis.

Indemnity Clause

The Hirer agrees to indemnify and hold harmless the Parish Council, its employees, and volunteers for:

- Repair costs for any damage caused to the premises or its contents during the hire period.
- Claims arising from any injuries, damages, or losses resulting from the use of the premises by the Hirer.

Deposit, Payments & Cancellations

- **Cleaning & Breakages Deposit:** A refundable £40 deposit is required for casual hires, refunded after inspection.
- **Payment:** Casual hires must pay in full to confirm booking. Regular hirers must pay by the last day of the previous month.
- **Cancellations:**
 - Less than 14 days' notice: 50% of the fee is retained.
 - Less than 7 days' notice: 100% of the fee is retained.
 - Deposit refunds remain unaffected by cancellation.

Terms of Use

- **Access & Security:** Access details will be provided prior to the event. The hirer is responsible for securing doors, turning off appliances, and extinguishing lights and ensuring heating is turned off upon exit. Failure to do so may result in loss of the cleaning and breakages deposit or a fine.
- **Facilities Use:** The hire includes the main building and field but excludes any fenced-off areas. Use only the designated spaces and ensure no unauthorized access.
- **Cleaning & Setup:** Hirers are responsible for setting up, cleaning up, and removing all waste. Failure to comply may result in loss of the deposit.

GDPR

By signing this form, you consent to the use of your contact details for the period of hire. Information is retained solely for security purposes and may be shared with authorities if necessary.

General Conditions

- **Permissible Activities:** The Hirer may only conduct activities as agreed. Unauthorised use of electrical equipment, flammable substances, or illegal activities, including smoking indoors, is prohibited.
- **Noise & Conduct:** Keep noise to a minimum, especially when leaving. Excessive noise or disturbances may impact future hire eligibility.
- **Insurance & Compliance:** The Hirer must ensure any necessary insurance, health, and safety protocols are in place for their event.
- **Animals:** Only guide dogs are allowed unless prior permission is obtained.
- **Capacity Limits:** Ensure guest numbers do not exceed specified limits for each room.

Room	Size (Metres)	Capacity Seated	Maximum Capacity	Square Metres
Reception / Social area with shutter to Kitchen	5.6m x 6.2m	25	50	34.72m ²
Hall including lower lounge area	11m x 48m 4.2m x 3.7m	67	125	64m ²

For any disputes or special arrangements, please contact the Parish Clerk.

Signature (electronic signatures permitted)

By signing below, I, the Hirer, agree to the Terms & Conditions of Hire as outlined above:

Hirer Signature: Date:

Parish Council Representative Signature: Date:

Banwell Parish Council Contact: Email: clerk@banwellparishcouncil.gov.uk phone: (01934)820442