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|  | Please initial each box and sign below to confirm acceptance of these conditions. Bookings will not be accepted without this fully completed form. | Hirers Initials |
| 1 | **The kitchen and café areas are communal areas which are to be shared by all users of the centre and cannot be booked out for exclusive use by hirers.** There may be other parties/activities at the centre at the same time as your event and you will have to share communal areas.  |  |
| 2 | The times booked include time to set up and clear up after your event. |  |
| 3 | Any hirer who arrives late (15 minutes plus) or any party or event which overruns the booked time, will incur a charge of **£10.00** for every hour, or part of, over the time. There will also be a further charge of **£10.00** for the inconvenience to the volunteer attending to open/close up (deducted from deposit). |  |
| 4 | All areas, including the kitchen, must be cleared and cleaned before exiting. There will be a charge (deducted from the deposit) for if the centre is not left clean and tidy. |  |
| 5 | We do not have commercial waste disposal facilities so all rubbish must be taken away. Failure to do so will incur a charge of **£10.00** (deducted from deposit). |  |
| 6 | Balloons are not to be left at the centre as they set off the alarms. Accordingly, there will be a **£5.00** charge if balloons are not removed. |  |
| 7 | It is the hirer’s responsibility to assess the facilities provided and determine suitability for their event plus arrange appropriate insurance. |  |
| 8 | Both halls have adult tables and chairs for use. **Please note only the Oak hall has smaller tables and chairs suitable for young children**. If not in use on the day, parties using the sports hall may use these but only if not in use in the Oak hall. All equipment and furniture must be returned to its rightful place |  |
| 10 | Deposits will be returned within 5 working days unless all or any part is withheld |  |
| 11  | **Accidents must be recorded in the accident book and reported to a centre representative within 24 hours** |  |

Signed: ……………………………………………………………………….Dated:……….