

# B U R E S      C O M M U N I T Y      C E N T R E

## CONDITIONS OF HIRE

We welcome you to Bures Community Centre and would ask that you read and keep a copy of these conditions, noting that by signing you are agreeing to the conditions of hire.

**Charges** The charges vary according to the time of day and the room you require, you may also be asked to pay a returnable deposit against non accidental damage. The Booking Secretary will advise you as to the actual cost. A firm booking will only be made upon completion of this booking form together with the deposit. Please pay outstanding amounts before your event.

**Responsibilities and Damage** As the Hirer you will be responsible throughout the whole booking period for any non accidental damage to the property. In some circumstances an additional deposit may be requested. This deposit will be refunded but if there is any irresponsible damage or vandalism to the property or if the keys are not returned, the Committee maintain the right to deduct an appropriate amount. We understand accidents are always a possibility, consequently we would ask hirers to report incidents of damage or loss as soon as possible.

**Timings** We would ask that people using the facilities are considerate of local residents. This is especially pertinent with any function which includes music; which should be drawn to an end by 11.30.

**Facilities** There are three rooms - Main Hall. Garrad Room and Committee Room. The hiring includes tables, chairs, crockery, cutlery but you will need to supply your own glassware. The Booking Secretary may advise you as to which room is best for your needs. The stage may be available on request.

**Wi-Fi** There is a Free Wi-Fi connection available. It is coded with a password which is changed on a regular basis. If you require to use the Wi-Fi the booking secretary will assist.

**Kitchen** The kitchens and facilities are included in the hire. The main kitchen is well appointed with a large cooker, fridge freezer, microwave and food warming trolley. The Garrad Room kitchen is smaller but has a cooker, fridge and microwave.

**Alcohol** If alcohol is to be sold you will require a licence from Barbergh District Council, please discuss this with the booking secretary *before* applying for a licence. *Note:* The Community Centre is a public place and knowingly selling alcohol to a person under the age of 18 is an offence.

**Cleaning** The facilities are used by a great number of people and sometimes it is difficult to have our caretaker clean between bookings. We would ask that you leave the Hall in a clean and tidy state ready for the next booking. There are cleaning materials (in the tall cupboards) located in the main hall kitchen or the Garrad Room toilet. Please place bottles in the village recycling bins but if it is late at night you may stack them in the kitchen and we will remove them for you the next day.

**Sports Field and Parking.** The Bures Community Centre is not responsible for the sports field or any of the children's play areas. The Parking is also not part of the hiring and is available on a first come first served basis.

**PLEASE ENSURE ALL EXIT DOORS ARE LOCKED AT THE END OF THE BOOKING**  
Water taps and lights should be off and the keys returned to the Booking Secretary.

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## BOOKING FORM

PLEASE ARRANGE WITH THE LETTINGS SECRETARY TO COLLECT KEYS.

### AGREEMENT

I understand that in signing this booking form I accept all the attached conditions of hire.

I require    **The Hall** -- -- -- **The Garrad Room** -- -- -- **The Committee room**  
(Please delete as appropriate)

**Date of function** .....

**Time of function.** From ..... to .....

The purpose of the Hiring is .....

.....

**Total cost of hire** £.....    I enclose £.....    this being at least 25% deposit.  
(Please delete as appropriate)

Name.....    Date.....

Address .....    Telephone .....

.....

.....

.....

.....    Signed .....

Please make cheques payable to Bures Community Centre

**Please return completed booking form, together with deposit, to  
Booking Secretary.**

**Derek Wolsten-Croft. 20 Normandie Way, Bures, Suffolk, CO8 5BE  
01787 227278**

**Capacity**    Please find below a guide for occupancy numbers:

	Main Hall	Garrad Room	Committee Room
Seated Audience	160	50	15
Dancing	200	70	-
Seated at table	120	35	15