

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

Welcome to our newly refurbished village Hall.

## CONDITIONS OF HIRE

We welcome you to Bures Community Centre and would ask that you read the following conditions before you agree to hire.

**Charges** The charges vary according to the time of day and the room you require. The Booking Secretary will advise you on the actual cost. During the winter months there will be a nominal additional fuel supplement added to the cost of hire.

**Deposit** A firm booking may be made upon completion of the booking form with a 25% deposit. The outstanding amount is due at the end of the event or upon receipt of an invoice. During the winter months there will be a small additional charge as a fuel supplement. Note; the deposit will only be refunded if a cancellation of an event is made before seven days of the booked date.

**Timings** By-Laws state that any function on a Saturday night must end by 11.30 with the Hall cleared by midnight. We would ask that you be considerate of local residents when leaving the Community Centre.

**Facilities** The hiring includes tables, chairs, crockery, cutlery but not glasses. To help you with your booking could we suggest you speak to the booking secretary prior to the date of your event regarding the lay out of chairs, tables etc. If you require extra tables and chairs they are available in the first cupboard in the main Hall. Please return them after use.

**Kitchen** The kitchens are included in the hire. There is a small one for the Garrad Room and a larger one off the main Hall. If you wish to use the Hall freezer please give us at least 24 hours notice so it may be switched on. The constant boiling water heater in the main Hall is simple to use and may be useful for teas, coffee etc. If you use the dishwasher please ensure it is left clean with the door open.

**Alcohol** If alcohol is to be sold you will require a licence specific to the room in which it is served. If you doing this yourself or asking a public house to run a bar we would ask that you discuss this with the booking secretary before applying for a licence. There is a limit on the licences we are allowed in any one year. *Note:* The Community Centre is a public place and knowingly selling or serving alcohol to a person under the age of 18 is an offence.

**Responsibilities** As the Hirer you will be responsible to ensure sufficient supervision throughout the whole booking period to ensure the facilities are used in a reasonable manner. This is an important factor in observing fire precautions.

**Damages** Accidents are always a possibility and we would ask that hirers report any incidents of damage or loss as soon as possible. It should be noted that irresponsible damage or vandalism must be paid for and in signing the booking form you are accepting responsibility for the cost of repair or replacement. You may be asked for a returnable deposit before your booking.

**Cleaning** The facilities are used by a great number of people and sometimes it is difficult to have a caretaker clean between bookings. We would ask that you leave the Hall in a clean and tidy state – there is cleaning material in both the main hall and the Garrad Room. Please place bottles in the village recycling bins or stack them in the kitchen for daytime removal.

**Capacity** As a guide the following maximum occupation numbers should not be exceeded:

Seated Audience	160 in the Main Hall	50 in the Garrad Room
Dancing	200 in the Main Hall	70 in the Garrad Room
Seated at tables	100 in the Main Hall	35 in the Garrad Room

Thank you for taking the time to read these conditions of hire. We would suggest you keep this copy for your own use.

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**BOOKING FORM**

**PLEASE ARRANGE WITH THE LETTINGS SECRETARY SHOULD YOU NEED KEYS.**

**AGREEMENT**

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

I require the **Hall – Garrad Room - Both Hall and Garrad Room - Committee room**

(Please delete as appropriate)

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

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

The purpose of the Hiring is .....

**I enclose** £..... being at least 25% deposit towards the total cost of Hire = £.....

I **will/will not** be selling alcohol on the premises. (Please read conditions)

(Please delete as appropriate)

Name..... Date.....

Address ..... Telephone .....

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.....

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..... Signed .....

Please make cheques payable to Bures Community Centre

**Please return completed booking form, together with deposit, to  
Lettings Secretary  
Derek Wolsten-Croft. 20 Normandie Way, Bures, Suffolk, CO8 5BE  
01787 227278**