

Cymuned Pennant Community Ltd



BOOKING FORM

Hirer: _____

Contact Details: _____

Tel. No(s): _____

Function: _____

Times of Hire: _____

Date(s) of Hire: _____

Membership No./Affiliation No. _____

Item	Cost		Totals
	Member	Non-Member (Add supplement)	
Green Room	£6.00	£4.00	
Red Room	£6.00	£4.00	
Kitchen	£6.00	£4.00	
Kitchen (drinks only)	F.O.C.	£5.00	
Projector	£5.00	£5.00	
Projector	F.O.C.	£5.00	
*Bond (returnable)	£25.00	£25.00	
		TOTAL	

Hire charges are per hour, or part thereof, and payment should be made prior to the use of the facilities.

Kitchen hire includes the use of all facilities, cooker, microwave, toaster, cutlery, kitchenware, utensils, dishwasher, etc.

*A returnable bond is payable against any damage or loss incurred to Cymuned Pennant Community property. This will also be used for any additional cleaning required to the premises or equipment.

See reverse for Terms and Conditions and signature.

(Booking will not be accepted unless Hirer has signed the form)

Cymuned Pennant Community Ltd

TERMS & CONDITIONS

The Organiser/Promoter is responsible for the conduct of person(s) attending their function and the agreed use of the community facility.

No alcohol to be sold or drunk on the premises without the consent of the Trustees or relevant legal authority/licence.

There is no smoking allowed in any part of the Community Centre or outbuildings.

Regular bookings must be made two months in advance, as days/dates cannot be guaranteed to be available.

If bookings are made and the facility is not used the full charge will be made. Payment must be paid at the time of the booking along with the 'Bond' payment. If cancellations are made seven or more days before the booking date the payment may be refunded at the discretion of the Trustees. The full 'Bond' payment will be returned.

The hall and any other items required will be made available during period of hire.

The rooms, yard, outside space and the kitchen should be left in a clean and tidy condition. In the event that additional cleaning is required the 'Bond' payment may be forfeited, in part or fully, with an additional charge to cover any costs.

Any damage or defects found should be reported as soon as possible. Any damage caused during the hire, including to paintwork, will result in the 'Bond' payment being forfeited, in part or fully, with an additional charge to cover any costs for repair / replacement. The rooms will be inspected prior to and after hire.

No ball games to be played inside building. The rooms are for meetings, functions and other specified uses agreed by the Trustees. Hirers should be aware that there may be other meetings taking place and should have due consideration.

Any complaints of mis-conduct should be made in writing and addressed to the Trustees. The Trustees will then deal with them in due course. This includes causing disturbance to local residence in the vicinity of the Community Centre.

The Trustees reserve the right to refuse entry to any person or group.

Failure to comply with the Terms and Conditions of hire of Pennant Community Centre, may lead to the withdrawal of the use of the facility.

I _____ (print name) agree to the terms and conditions as set out in this document.

Signed : _____

Date: _____

Cheques should be made payable to 'Cymuned Pennant Community Ltd'.

Please return to Malcolm Sumner, at Registered Office shown below; or Email info@cymunedpennantcommunity.org.uk (Tel. 01545-571547)

Cymuned Pennant Community Ltd
Registered in England & Wales.
Company Registration number: 7307691
Registered Office: Penbryn, Brynhyfryd, Pennant,
Llanon, Ceredigion SY23 5PH
Registered Charity No. 1144653