

VENUE HIRE - BOOKING FORM

Contact Name:	Click here to enter text.
Name of Hirer/ Organisation /Group:	Click here to enter text.
Address:	Click here to enter text.
Email address:	Click here to enter text.
Phone Number:	Click here to enter text.
Mobile Number:	Click here to enter text.

VENUE REQUIRED	Tick	DATES	TIMES
Community Hall , Roussillon Park (available 8.30am until 10pm)	<input type="checkbox"/>	Click here to enter a date.	Click here to enter text.
The Lodge , Graylingwell Park (available 8.30am until 11pm)	<input type="checkbox"/>	Click here to enter a date.	Click here to enter text.
Chapel Green , Graylingwell Park (available 8am until 11pm) Free to hire alongside The Lodge	<input type="checkbox"/>	Click here to enter a date.	Click here to enter text.
Is it a regular booking? <u>Please state start and end date and any dates you will NOT require the venue (i.e bank holidays, school holidays etc)</u>	YES/NO	Click here to enter text.	Click here to enter text.
RESOURCES REQUIRED	Tick	DESCRIPTION	REQUIREMENTS
Laptop(s) or Projector Hire (£25)	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.,
Flip Chart Hire (Free)	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.
Tea, coffee, biscuits (£2 per head)	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.
Buffet lunch (£4 per head)	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.
Inclusion in the CCDT What's On publication (Free)	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.
Other (Please state agreed activity) <ul style="list-style-type: none"> E.g. table layout 	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.

Age Group	Number of participants		Age Group	Number of Participants	
	Male	Female		Male	Female
0-5yrs	Click here to enter text.	Click here to enter text.	11-18yrs	Click here to enter text.	Click here to enter text.
6-11yrs	Click here to enter text.	Click here to enter text.	19+years	Click here to enter text.	Click here to enter text.

It is the group leader's responsibility to get written consent from all participants prior to taking part in activities at the Venue's provided by the CCDT. Please be aware of all medical conditions, medicines taken and details of individuals' abilities (including staff if participating) that may affect the safety of the group or organisation utilising the venues.

What is the reason for the hire? NOTE: If the booking is for a private function (i.e. birthday party or family function) the monies will be due before the date of the hire.	Click here to enter text.
Will your event require music?	YES/NO
Is alcohol to be provided at the event(s)?	YES/NO
If Yes will it be for sale? If yes, you will need to seek written permission for a licence Please provide a copy of this prior to hire.	YES/NO If yes, you will need to seek written permission for a licence Please provide a copy of this prior to hire.

CCDT MARKETING - If you would like us to add your event to our What's on and online events calendar, please tick the box and provide us with a short description of your event and an image.

PLEASE NOTE A SIGNED BOOKING TERMS AND CONDITIONS FORM MUST BE COMPLETED AND RETURNED TOGETHER WITH THIS FORM BEFORE THE BOOKING CAN BE CONFIRMED To bookings@chichestercdt.org.uk

HIRE CHARGES	Tick	The Lodge	Community Hall
Voluntary groups, charities, children's parties, and services/activities working with CCDT residents	<input type="checkbox"/>	£12.50/hour	£15.00/hour
Public sector organisations and educational institutions	<input type="checkbox"/>	£12.50/hour	£15.00/hour
Private Businesses and commercial enterprises	<input type="checkbox"/>	£25.00/hour	£25.00/hour
Residents of Roussillon Park and Graylingwell Park	<input type="checkbox"/>	Resident discount will be applied	Resident discount will be applied

1. Bookings must be accompanied by a completed booking form. The booking is confirmed when the CCDT has received and acknowledged a completed bookings form.
2. THE HIRER will be responsible for supervision of the premises, their care, safety from damage; or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements. The hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. She/he shall not be engaged in any duties which prevent him/her from exercising general supervision. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty where under 100 persons are attending the entertainment. When the majority of those present at the entertainment are less than 16 years of age and/or when many people with disabilities are expected to attend, the numbers of adult supervisors required will be increased. Fire evacuation is the responsibility of the hirer and the Fire Procedure should be actioned.
3. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission. The HIRER shall not exceed the maximum capacity numbers. The Community Hall has a maximum capacity of 60 seated or 120 standing. The Lodge has a maximum capacity of 30 seated or 60 standing.
4. The HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor. No alcohol is to be consumed by anyone under the age of 18 on the premises. THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates' Court or otherwise. Nothing shall be done which will endanger the users of the building or invalidate the policies of insurance relating to it and to its contents.
In particular:
 - Obstructions must not be placed in gangways or exits, which must be immediately available for free public egress;
 - The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes ;
 - Firefighting apparatus shall be kept in its proper place and only used for its intended purpose;
 - The Fire Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Lettings Officer;
 - Performances involving danger to the public shall not be given;
 - Highly flammable substances shall not be brought into or used in any part of the premises.
 - No unauthorised heating appliances shall be used on the premises;
 - The First Aid box shall be readily available to all users of the premises. It is located in the kitchen as indicated by a wall sticker as per the location and must be returned after use.
 - THE HIRER shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order, and used in a safe manner.
6. THE HIRER shall, if preparing, serving or selling food observes all relevant food health and hygiene legislation and regulations.
7. THE HIRER shall indemnify the CCDT for the cost of repair of any damage done to any part of the property including the contents of the buildings which may occur during the period of the hiring as a

- result of the hiring. THE HIRER SHALL BE RESPONSIBLE FOR MAKING ARRANGEMENTS TO INSURE AGAINST ANY THIRD PARTY CLAIMS WHICH MAY LIE AGAINST HIM OR HER (OR THE ORGANISATION IF ACTING AS A REPRESENTATIVE) WHILST USING the Venues. If requested by the Chichester CDT the Hirer will provide a copy of his insurance policy to the Chichester CDT.
8. THE HIRER must report all accidents involving injury to the public to a member of the CCDT as soon as possible and complete the ACCIDENT book. Any failure of equipment must also be reported as soon as possible. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.
 9. THE HIRER shall ensure that no animals (including birds) except guide dogs are brought into the venues, other than for a special event agreed to by the CCDT and no animals whatsoever are to enter the kitchen(s) at any time.
 10. Users must comply with the Equality Act 2010. They must ensure that the venue is open to all members of the community regardless of sex, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions. THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children. All organisers of activities (involving children and/or vulnerable adults) should comply with the recommendations on 'Safeguarding Children and Young People', and 'Safeguarding: The Disclosure and Barring Service' and the CCDT reserves the right to exclude from the premises any organisation that fails to comply with this requirement. In the case of affiliated groups or outside hirers, it is the responsibility of the organisers of the activities concerned to ensure compliance with these requirements.
 11. The booking party participate in activities at their own risk and whilst every reasonable care will be taken the centre cannot be held responsible for any loss, injury or damage sustained by the participation unless caused by any proven negligence act of the venues or its staff.
 12. It is advised that the booking party should carry out their own risk assessment before engagement of any activity. Copies of the CCDT's own risk assessments are available to be view on request.
 13. THE HIRER shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises. The HIRER should not use any blue or whitetac on the walls or selotape. Bluetac may be used on the cupboard doors whilst the booking is in use (the wooden doors) but should be removed at the end of the session. The Hirer may use the flip chart provided and notice boards for the purposes of displaying materials whilst using the room.
 14. The booking party shall be liable for damage to or destruction of any part of the venues arising out of or in connection with its use by the booking party and its members and damage to or loss of any furniture, fixings or equipment during the use therefore of such booking party and its members providing this can be attributed to negligence of the booking party.
 15. THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and use of the premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their original position and for securing doors and windows of the premises. The floors must be swept and if necessary mopped. All rubbish must be removed in bin bags and placed in the rubbish facility. Rubbish should not be left. All windows and doors must be properly locked and secured unless directed otherwise. Any contents temporarily removed from their usual positions must be properly replaced; otherwise the CCDT shall be at liberty to make an additional charge. The key pad entry number SHOULD NOT be shared with anyone other than the person named as the Hirer.
 16. THE HIRER shall ensure that the minimum of noise is made on arrival and departure. No music or loud conversation should take place after 9:00pm in the Community Hall at Roussillon Park and in The Lodge at Graylingwell park after 10pm and all individuals should have vacated the premises by 10pm for Roussillon Park and by 11pm for Graylingwell Park at the very latest. Inappropriate offensive & anti-social behaviours will not be tolerated. Such behaviour will result in the booking being cancelled and individuals being asked to leave the premises.
 17. Smoking is not permitted in the buildings.

18. The CCDT cannot accept responsibility for damage to, or the loss or theft of, centre users' property and effects.
19. An invoice for the monthly balance will be sent during the first week in the month for our regular hirers. For all private functions, party bookings and one-off events we kindly request full payment in advance to confirm and secure your booking.
20. Cancellations
 - i) If a cancellation is received a month or more before the booking date then a full refund will be given less a 20% administrative charge. If received within one month of the booking then no refund will be given although credits may be available.
 - ii) The CCDT reserves the right to cancel a booking for whatever reason. All monies paid to the CCDT in respect of bookings will be refunded in full.
21. Any regular booking can be terminated at any time by either side giving four weeks' notice.

- A. By signing below I agree that I have read and understood the booking conditions and agree to comply with these.
 - B. The Hirer agrees with the CCDT to be present during the hiring and to perform the provisions and stipulations contained or referred to in the CCDT's "Booking Conditions for the time being in force as annexed hereto together with the special conditions set out in the Schedule hereto (if any).
 - C. The Hirer declares that the information given in this Agreement is correct to the best of his/her knowledge and acknowledges that any misstatement or misrepresentation will invalidate the Agreement
- (Note: Person(s) signing must be 18 years of age or over electronic signatures are accepted)

Signed:

Date: [Click here to enter a date.](#)

Please return the completed form to:

Jemima Eames (Facilities Coordinator), c/o Marketing Suite, Graylingwell Park,
College Lane, Chichester, PO19 6PQ

Telephone number: 01243 697072, **Mobile number:** 07739 649438

Email: bookings@chichestercdt.org.uk

IN THE CASE OF AN EMERGENCY –Clare de Bathe on 01243 697072 or 07725 568899