

Tiddington Community Centre (TCC)

COMMERCIAL HIRING OF THE TCC

1. The Tiddington Community Centre (herein referred to as the TCC).

The TCC reserves the right to refuse a booking for any reason, at any stage of the booking, and to terminate the rental for any breach of the conditions below. **All Hirers of the TCC must be 25 years or over.**

NO ALCOHOL can be consumed on the premises without prior approval in writing. No alcohol can be served to anyone under 18. Proof of Age must always be requested from anyone not clearly over 18.

2. Hall Hire. Once a hiring has been accepted all reasonable steps will be taken to ensure the building is available, but the TCC cannot accept any responsibility if, for whatever reason, the building becomes unavailable. **If you are unfamiliar with the hall then you must PLEASE ask for a pre-visit.**

3. Numbers. The maximum number of persons to be admitted for any function shall not exceed **120** without prior approval. **One Adult is required for every 10 young persons.**

4. TCC Liabilities. The TCC disclaims all liability for injury to any person or loss or damage to the property of any person using the building, however caused. The Hirers should ensure that they have their own Insurance to cover their event and their attendees. **You need a mobile phone ON throughout your hire.**

5. Responsibilities of Hirer. The named Hirer will be held responsible for any loss or damage to the building, furniture, furnishings or crockery etc occurring during the period of hire. When making a booking a cheque for £100 Deposit will be required post dated to the day of hire. This will be destroyed un-cashed if no loss or damage occurs and the hall, kitchen etc are left clean & tidy with floors swept & all lights & heating turned off **All your RUBBISH MUST be taken home with you.** If the premises are left dirty, if lights or heating are left on or Rubbish remains you will incur a Minimum additional charge of £25.

Please report any problems without delay in order that we can rectify them by leaving a note of any breakages or damage however small in our Incident Book on top of the small fridge in the kitchen. **YOU as the Hirer** agree not to do or permit anything to be done at the TCC which may be or become a nuisance or annoyance that interferes with the peace or general comfort of others in the village. In the event of any complaint of unruly behaviour you will be asked to leave the premises quietly & immediately or the police will be called.

6. No children's equipment e.g. tables, chairs, climbing frames, mats etc. are to be used without consent.

7. The Building. Do not attach or fasten by nails, pins, screws or tape anything to the walls, floor or woodwork of the building. **Please DO NOT sit on the Radiators! No Music after 11pm (11:30 Fri/Sat).**

8. Security. Hirers of the hall must ensure that they have details of the combination for the KeySafe located at the entrance door for access to the front door key. When locking up to leave care must be taken to ensure all windows, doors and fire doors are closed with the latch on the front door down.

9. Fire Precautions. THERE IS NO SMOKING ANYWHERE ON THE PREMISES!

The main doors of the building must remain unlocked during all functions. Hirers should familiarise themselves with the whereabouts of all fire exits and fire extinguishers. **You must have a mobile phone on.**

10. Car Parking. Parking is available only on the Stratford side of the hall (approx 24Cars).

REMEMBER, there is NO FREE PARKING next door in the HOME GUARD CLUB...

11. Commercial Hire Fee. The hall is hired out at various rates depending on function/frequency and income obtained by hirer. It varies from between **£20 per hour to an agreed % of takings, to a price per student** or as **mutually agreed with the Chair of the TCC.** The TCC is for the use of the local community first and foremost. Use of the TCC for Commercial users is by negotiation with the Chair. **Payment of the full amount is by mutual agreement and is dependent on the use of the hall. The decision of the TCC is final.**
For the avoidance of doubt: Until the Hire Fee & Deposit are received the TCC is not booked

Cheques should be made payable to:- 'Tiddington Community Centre' and delivered to

Send to: Rob Copley, Touchwood, Beeches Walk, Tiddington, CV37 7AT Tel: 293863

For the avoidance of doubt: Until the Hire Fee &/or Deposit are received the TCC is not booked

Tiddington Community Centre — Register Charity 1093526
Main Street, Tiddington, Stratford-upon-Avon, CV37 7AN, 01789 268390
SEE www.tiddingtoncommunitycentre.co.uk for details of the TCC and regular events

HALL ACCESS: PLEASE ensure that you have the **Key Safe** access code BEFORE your booking!

In the case of an EMERGENCY contact Rob Copley on 01789 293863 or 07710 144729

Please return to: **Rob Copley, Touchwood, Beeches Walk, Tiddington, CV37 7AT**
with Payment Before the Hire Date or the Hire will not be Valid

APPLICATION FOR COMMERCIAL HIRING (BLOCK LETTERS PLEASE)

NAME _____
EMAIL _____
FULL ADDRESS _____
TELEPHONE _____
ORGANISATION _____
HIRE DATE/S _____
From _____ am/pm to _____ am/pm
For the purpose of _____

Number of persons attending Children under 18 _____ Adults _____
Details for repeat hiring's _____

Do you require use of the Kitchen? _____ Cutlery/Crockery? _____
If required please give details _____

What food are you providing? _____
Do you need the Oven? _____

The number of Your Emergency Mobile Phone is? _____

IF Alcohol has been approved Person responsible: _____ Age: _____
Names of those serving Alcohol 1. _____ Age: _____
2. _____ Age: _____

Consumption of all Alcohol at the TCC needs **pre-approval by Rob** who will set the **Alcohol Fee**

**I/We have read and accept the conditions of hiring and enclose a returnable
Deposit of £100 plus the Hire Fee based on that mutually agreed with Chair TCC (Rob)**

Your Signature _____

NAME IN CAPITALS _____

Position _____ Date: _____

Cheques **Deposit £** _____ **(£100)** **Hire Fee £** _____ **(Rate as agreed)** **Alcohol Fee £** _____

Addition Comments/Requirements? _____

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