



Chester Green Community Group

REGISTERED CHARITY No 509555

PRIVATE FUNCTION HIRE APPLICATION

NAME

ADDRESS.....

PHONE NO/EMAIL

FUNCTION.....

APPROXIMATE NO OF GUESTSADULTSJUVENILES

DATE TIME: FROM TO

HIRE CONDITIONS FOR WHOLE COMMUNITY CENTRE

1. The hire fee for the whole Community Centre from **7:00pm to midnight** is £195 including a licensed bar and staff. Access to the premises for setting up, buffet preparation or decoration can be arranged from 6:00pm for 1 hour at no extra charge. Additional hours are available by arrangement at £20 per hour. Please note that refrigeration facilities are limited.
2. Your booking will be held for 21 days from the initial verbal booking. If you wish to confirm it then a non- refundable deposit of £45 is required, payable when this booking form is returned. **If the completed form and deposit is not returned within the 21 days mentioned above, then it is assumed that you no longer require the booking and the Community Group will be free to re-let it.** The balance of the fee is due 2 weeks prior to the function, along with approximate numbers. If the hirer, with less than 1 months notice cancels a booking, then the full charge will remain due.
3. The bar will be open from **7:00pm to 11:00pm** with **20 minutes drinking up time** allowable. All alcoholic drinks consumed must be bar sales. A condition of our license means that children under 16 are not allowed into the bar area and you are reminded that it is illegal to purchase alcohol for anyone under 18.
4. The License held by the Community Group limits the capacity of the centre to 150 people, although for comfort and bar service we recommend up to **100 guests**. In order to comply with this license the function should not finish later than **11:30pm** with the premises vacated and left in a clean and tidy condition by **12.00pm**.
5. Where the hirer provides their own entertainment it must be recognised that this must be run in accordance with Local Authority Licensing and Government Regulations with respect to noise & lighting levels, fire & electrical equipment safety etc. Note - smoke machines are not permitted as they set off the fire alarms. The premises hold

a PRS/PPL license however, any outside entertainment is responsible for ensuring that any additional fees due are paid. Where appropriate, the hirer shall also send a copy of any advertising material to the Group before any event is advertised.

6. Where children, young people or vulnerable adults are present, the hirer will ensure that any function complies with the provisions of current legislation/national safeguarding guidelines. You should also make sure that only fit and proper persons have access to children. A copy of our Safeguarding Policy is available on request.
7. AT THE END OF YOUR FUNCTION ALL FURNITURE SHOULD BE STACKED AWAY, YOUR RUBBISH/LEFTOVERS REMOVED AND THE PREMISES LEFT CLEAN AND TIDY AS YOU FOUND IT. The hirer is also responsible for making good in a manner satisfactory to the Community Group any damage, however caused to the buildings, furniture or equipment arising from the use of the premises.
8. The hirer also indemnifies Chester Green Community Group against all liability in respect of personal injury or damage caused to property at the Centre during the hire period and arising out of this letting, whether occurring by accident, negligence or act of omission of the body or society on whose behalf the hiring is made. It is advisable to take out insurance to cover for this. The above indemnity includes food prepared by the hirer or a third party, either on or off the premises. Copies of food hygiene legislation guidelines are available on request.
9. The Community Group reserves the right to refuse any application, or to cancel or terminate any booking. The Group will not be liable for any expenditure incurred or loss sustained directly or indirectly resulting from any such cancellation. The Community Group will return all monies received in respect of a cancellation.
10. The personal information given on this form will be used by the Community Group only and not passed to any other group or third party.

I have read the above conditions of hire and letting and agree to be bound by them.

Signature Date

A signed copy of this agreement should be emailed to chestergreencommunitygroup@hotmail or sent to:

Mrs J.A.Wilks
1 Marcus Street Derby
DE1 3SE
Tel: 07527 603057

Payment of the deposit or full fee can be cash, cheque payable to the Community Group or bank transfer as follows: Co-op Bank, 08-90-05, 50198001, Chester Green Community Group - enter 'private hire and funtion date' & advise the booking officer when this is paid.

A copy of this agreement should be retained for your reference.

In case of emergency, our Caretaker, Jayne Ingham, can be contacted on 07737 684005

How did you hear about us? recommendation/website/social media/other.....