

# TWYDALL COMMUNITY CENTRE

Beechings Playing Fields, Beechings Way, Gillingham ME8 6PZ  
on the corner of Beechings Way and Lower Twydall lane  
www.twydallcommunitycentre.org

## COMMERCIAL HIRE BOOKING FORM

PLEASE SEND COMPLETED BOOKING FORMS TO: The Bookings Secretary, Mr Roger Joyce at  
roger\_joyce@outlook.com telephone 07789 392784

### HIRE FEES

Monday to Friday	Before 6pm	£30 per hour
	After 6pm	£40 per hour
Weekends	Before 6pm	£40 per hour
	After 6pm	£50 per hour

**A DEPOSIT OF £250 IS REQUIRED**

**Fire Regulations** MAXIMUM OCCUPANCY NUMBERS Standing 120, Seated 90, Seated at Tables 65  
**COMPLETE IN BLOCK CAPITALS**

**COMPANY NAME :**

.....**CONTACT:**.....

**ADDRESS :** .....

.....**POST CODE**.....

**TELEPHONE NUMBER:** ..... **email:** .....

**DATE REQUIRED:** .....

**TIME REQUIRED: From:** ..... **To:** ..... **NUMBER OF ATTENDEES**.....

**PURPOSE OF HIRE:** .....

**HIRE FEE: £**..... **including deposit of £250.00**  
**(Read Rules & Conditions of hire attached)**

**BANK DETAILS: NAME OF BANK** .....

**ACCOUNT NAME:**.....

**ACCOUNT NUMBER** ..... **SORT CODE** .....

**SIGNATURE OF HIRER:** .....

**DATE:** .....

**SIGNATURE OF TDCA BOOKING SECRETARY:** .....

**DATE:** .....

**TWYDALL COMMUNITY CENTRE**  
**RULES & CONDITIONS OF HIRE**  
***PRIVATE HIRE AGREEMENT***

**1. DEPOSITS & FEES**

Deposits are to be paid at time of booking either in cash or via BACS bank transfer. Bank details are:

Twydall & District Community Association

Account                    02035332                    Sort 30-97-12

Deposits will be returned within 14 working days after the hire. Hire fee to be paid one month before hire date. Bookings made within one month of the function date must be paid for in full (deposit and hire fee) at the time of the booking. We do not accept cheques.

**The deposit is secured against breakages, damage, additional cleaning or failure to vacate at agreed time. Any breach of hire conditions will result in forfeiture of the deposit or part thereof. Any damages or cleaning costs in excess of the deposit will result in the fee being passed to the hirer for payment which will be taken from the deposit.**

**2. HIRE TIMES**

Premises must be cleaned, tidied and returned to the original layout and vacated no later than 23:00 after evening sessions. Please take a picture of the layout so you know how to put it back. A diagram of the layout is displayed in the hall.

**3. CANCELLATIONS**

Cancellations must be given to booking secretary as soon as possible. If the hire session is cancelled within one month of the hire date, deposits will only be returned if the hall can be re-let.

Twydall & District Community Association reserve the right to refuse, cancel or terminate any booking or function at their discretion.

**4. FUNCTION RESTRICTIONS**

We do not accept bookings for celebrations / birthday parties listed below:

Children over the age of 10

16<sup>th</sup> to 21<sup>st</sup> birthday celebrations

Hen & stag parties

Functions where the majority of guests are between 16-21 years of age.

**5. BOOKING ALTERATIONS**

Any proposed alteration to a booking must be notified to the booking secretary no less than 7 days before the event.

**6. HIRE CHARGES**

Twydall & District Community Association reserve the right to change hire fees at one month's notice.

**7. ALCOHOL**

Alcohol may be consumed on the premises but **MUST NOT BE SOLD.**

## **8. TABLES & CHAIRS**

Tables & chairs may be distributed by the hirer as necessary. All trestle tables must be dismantled & returned to the storage area. Any additional chairs used must be stacked in the storage area. Please do not mix the chair types when returning them to storage. Any additional small tables used must be stacked at the far end of the hall. All table tops must be cleaned down before returning them to storage areas. All tables & chairs around the edge of the hall must be returned to their original position. A diagram of the correct layout can be found on the wall in the corner of the hall.

### **RESPONSIBILITIES OF THE HIRER:**

1. Any person signing a booking form must be 18 years of age or over.
2. The hirer must be present at the function.
3. It is not permitted to attach banners, posters, balloons, etc to the walls, pipes, doors, or ceiling or any other part of the hall, either internally or externally. The use of inflatable devices such as bouncy castles within the premises is not permitted.
4. Our caretaker will unlock the hall for you and return later to lockup. It is the responsibility of the hirer to meet the caretaker at the hall at the agreed time of the start of your hire period. The caretaker will return to inspect the hall at lockup at the agreed time of the end of your hire period.
5. All users of Twydall Community Centre must have regard for our nearby residents. Noise of guests & music must be kept to an acceptable level. If windows or doors are kept open during an event, noise levels (including music) must be reduced. The function must remain within the hall and not be permitted to extend into the car park or onto the green so as not to disturb local residence. Guests are expected to remain in the hall and not go to and fro outside as this may contribute to the cleaning requirements after the event. When leaving the premises, all efforts must be made to leave causing as little disturbance as possible, especially after an evening function.
6. Twydall & District Community Association cannot accept any responsibility for loss or damage to any property of the hirer or any other person connected with the function whilst on the premises or within the grounds.
7. **The premises must be left clean & tidy at the end of the function. The main hall floor, foyer and toilet floors must be swept. Spillages of food and drink must be cleaned up. Cleaning equipment is stored in the cupboard in the ladies toilet. If the kitchen or any of the equipment is used, it must be left in a clean and tidy order.**
8. **All rubbish must be removed & all equipment cleared. All cars must be removed from the car park. All taps must be turned off. The lights/air conditioning unit/ heating etc must be switched off, including external lighting.**
9. Any complaints must be made to the Association within 48 hours of the function.
10. Any breakages, damage, etc must be reported to the Association within 24 hours.

11. Hirers are responsible for the behaviour of all persons at their function whilst on the premises both inside and out. Security of the function and the prevention of 'gate crashers' is the responsibility of the hirer. The Association will deduct from the deposit and/or charge a fee for any costs incurred by engaging Police or any other emergency service to preserve order prior to, during or after the function at the premises.
12. It is the responsibility of the hirer to ensure that only persons connected with the function have use of the facilities (e.g. Toilets).
13. It is not permitted to use the stage area without prior permission.
14. The right of entry to the premises is reserved for any member of the Association or its officers at any time.
15. No function shall terminate later than 18:00 for a daytime hire and 22:30 for an evening hire.
16. Occupation will be restricted to the numbers advised by fire regulations as noted on the first page of this booking form.
17. Hirers must ensure that their function complies with any laws concerning copyright, performing rights, etc and appropriate documentation must be submitted to the Association prior to the function. Music systems or other electrical equipment must have a current PAT test certificate.
18. Hirers must make their own arrangements for insurance in respect of claims for injury or damage arising from the hire. The Association's insurance covers its own liabilities and NOT those of the hirer.

#### **EMERGENCY REGULATIONS**

A) Fire exits must remain clear at all times. SMOKING IS NOT PERMITTED INSIDE THE BUILDING.

B) The hall does not have a public telephone so the hirer must have a fully charged and working mobile phone. In the event of an emergency dial 999 and ask for the service required. Tell the operator the location of the hall as follows:

Twydall Community Centre, Beechings Playing Fields, Beechings Way, Twydall, Gillingham, Kent ME8 6PZ The hall is located on the corner of Beechings Way and Lower Twydall Lane. what3words reference is: **should.dissolves.trinkets**  
Do not end the call until the address has been repeated back to you.

In the event of a fire evacuate the building by the nearest exit and assemble on the main field. It is the responsibility of the hirer to act as Fire Marshall and ensure all persons are accounted for. A Fire Marshall jacket is available for wear by the hirer so they can be identified by the fire authorities.

You must inform the caretaker Cheryl Harvey on 07949 292333 or Roger Joyce on 07789 392784

If the fire is small and can be tackled safely, fire extinguishers are located in the foyer and either side of the stage. There is also a fire blanket in the kitchen. A first aid kit is also located in the kitchen and a First Aider jacket is available for wear by a certified first aider so that they can be identified by the Ambulance service if they attend.

**NOTE: THIS IS A LEGALLY BINDING DOCUMENT. SIGNING THIS DOCUMENT CONFIRMS THAT THE HIRER AGREES TO ABIDE BY THE ABOVE TERMS & CONDITIONS OF HIRE. FAILURE TO DO SO WILL RESULT IN LOSS OF THE DEPOSIT.**