

HUNGERFORD TOWN COUNCIL

The Library Building, Church Street, Hungerford, Berkshire RG17 0JG

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BOOKING FORM

relating to any facility at The Croft Field Activity Centre, The Croft, Hungerford,
Berkshire RG17 0HY ('the Centre')

Hirer's full name _____

Name of organisation if different _____

Address _____

Telephone number _____ Email _____

Date(s) of event _____ Start and finish times _____

Nature of event or function _____

Expected number of attendees _____

Camping overnight Yes/No

Booking Fees and Facilities Required:

Main Room	Yes/No	£ _____
North Room	Yes/No	£ _____
Field	Yes/No	£ _____
Total payable		£ _____

Hire of any facility includes use of the shower room and toilets in the building and of the car parking area. Hire of the Field includes the right to take water from the standpipe.

Please read the Conditions of Hire overleaf and sign below to confirm that you have accepted them. Return this form to the address set out above with your payment. Please make cheque payable to Hungerford Town Council.

Signed: _____ Date: _____
Hirer or authorised signatory

CONDITIONS OF HIRE

**relating to any facility at The Croft Field Activity Centre, The Croft, Hungerford, Berkshire
RG17 0HY ('the Centre')**

- 1 Unless otherwise agreed in writing, all hire charges detailed overleaf must be paid by the Hirer to Hungerford Town Council ('HTC') in advance on confirmation of booking.
- 2 In the event of cancellation of the event or function by the Hirer less than four weeks prior to the date of the event stated overleaf, no refund will be made save at HTC's discretion. In all other cases the booking fee will be refunded to the Hirer within 14 days after the date of cancellation after deduction of an administration fee of £10.
- 3 All legal requirements applicable to the event or function must be complied with including all Health and Safety requirements and all fire and other emergency procedures.
- 4 All necessary licences and permissions must be obtained and complied with e.g. for the sale of alcohol or in respect of any event or function to which members of the general public may be admitted on payment of an entry or admission fee. Full details of any such licences and permissions must be provided to HTC prior to the date of the event.
- 5 Any electrical or other equipment brought onto the hired premises must be approved by HTC prior to use and must be safe for use and compliant with all relevant statutory regulations. The right is reserved to require production of appropriate safety documentation in cases where there is any reasonable doubt.
- 6 No vehicles are allowed onto the Field without the prior agreement of HTC.
- 7 Overnight sleeping in the building is not permitted.
- 8 The Hirer must arrange at its own expense adequate public liability insurance and must provide details of such insurance no later than 14 days prior to the date of the event or function. HTC may be able to arrange such insurance for the Hirer if so requested.
- 9 Noise must be kept to a reasonable level and all persons attending the event or function must not trespass onto any adjacent property or act in any manner that may inconvenience neighbours or those attending any other events or functions taking place elsewhere in the Centre. All fire exits and other doors must be kept clear of obstruction at all times.
- 10 The hired premises must be vacated by the end of the hire period and left in a clean and tidy condition. In relation to any hire of either of the two rooms, all lights must be turned off and the heating turned down. The Hirer will be responsible for all damage howsoever caused to any part of the Centre including the building, its decorations, fittings and furniture, the car park and the grassed surface of the field. All litter and rubbish generated during the hire period must be placed in the wheeled containers provided or removed from the Centre prior to the end of the hire.
- 11 HTC reserves the right to cancel the hire at its discretion should there appear to be any significant likelihood that any of these conditions will not be complied with. Following such cancellation, the hire fees paid will be refunded after deduction of an administration fee of £10.
12. Smoking in the building is NOT permitted.
13. Any accidents should be reported and logged in the accident book provided.