

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 _____

Post Code: _____

Telephone number _____

Email _____

Date(s) of Event _____

Start and finish times _____

Nature of event or function _____ Expected no. of attendees: _____

Camping overnight? No Yes

Booking Fees and Facilities Required: *(Please refer to current Hire Charges for fees)*

<i>Please check box(es) to indicate areas and sessions required.</i>	<i>Session</i>				Fee payable
	08:00 – 13:00	13:00 – 18:00	18:00-22.30	Block of 6 2hour sessions	
Main Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
North Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£
Field <i>(do not tick if camping)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£
Whole Complex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£
Overnight Storage					£
Use of electricity sockets on field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£
Camping <i>(includes use of field)</i> Please state number of people camping:					£
Total payable					£

Hire of any facility includes use of the toilets in the building and of the car parking area. Hire of the Field includes the right to take water from the standpipe and use of the showers. Please read the Conditions of Hire overleaf and then sign below to confirm that you have accepted them all. Return a copy of the completed form to the address set out above or send by email attachment. An invoice will then be raised and sent to you for payment. **Please pay by return to confirm your booking.**

Signed: _____

Date: _____

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. 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.
- 2 A cash or cheque deposit of £30 must be paid prior to your booking. This is to cover any damage (mentioned in point 10) and should an extra clean be required after hire (mentioned in point 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. Please consider if your event requires parking control and put in place any necessary safety measures.
- 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. The only exception and subject to prior agreement with HTC, is for one off personal bookings for parties or similar.
- 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. Please refer to point 17.**
- 11 **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.**
- 12 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.
- 13 Smoking in the building is NOT permitted.
- 14 Any accidents should be logged in the accident book provided and should also be reported to HTC office on 01488 686195 as soon as possible.
- 15 Dog owners must not let dogs foul the grass.
- 16 No barbeques allowed under the gazebo. Barbeques are acceptable on the Field provided there is no damage to the grass.
- 17 In the main room, there are acoustic ceiling tiles that are easily damaged. Do **NOT** touch these tiles.i.e. do not pin things to the ceiling.