

HUNGERFORD TOWN COUNCIL

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

Tel: 01488 686195 Email: admin@hungerford-tc.gov.uk

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(s) or
function

Expected no. of
attendees:

Camping overnight? No ☐ Yes ☐

Camping (field, toilets, showers and outside tap) Please state number of people camping:

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

Please check box(es) to indicate areas and sessions required.	Session Required				Fee payable	
	08:00 – 13:00	13:00 – 18:00	18:00-22.30	Block of 6 2hour sessions		
Main Hall	☐	☐	☐	☐	£	
Field (do not tick if camping)	☐	☐	☐	☐	£	
Whole Complex(inc electrics on the field)	☐	☐	☐	☐	£	
Use of electricity sockets on field	☐	☐	☐	☐	£	
Deposit (Please note that an invoice will be issued including a refundable £30.00 deposit. The deposit will be returned after the event, provided that no additional cleaning or damage-related costs are incurred). PLEASE FILL IN THE DETAILS BELOW FOR THE DEPOSIT TO BE RETURNED.					£30.00	
Sorting Code:		Account Number:				
Account Name:						
Total payable					£	

Hire of any facility includes use of the toilets in the building and of the car park 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 it 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 deposit of £30.00 will be added to your invoice. This is to cover any damage (mentioned in point 10) and extra cleaning should be required after hire (mentioned in point 10 & 17)**
- 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 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 booking for parties or similar.
- 9 Noise must be kept to a reasonable level and all people 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 always kept clear of obstruction.
- 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 the centre, 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 near the building or borders or hedges. 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 or attach ANYTHING to the ceiling or walls.**