**CENTRECOM Meeting Place**

**Regular User – Customer Booking Form**

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| --- |
| Click or tap here to enter text. |

 Name of Group (if applicable):

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| Click or tap here to enter text. |

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| Click or tap here to enter text. |

Customer Name: Address:

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| Click or tap here to enter text. |

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| Click or tap here to enter text. |

Postcode:

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| Click or tap here to enter text. |

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| Click or tap here to enter text. |

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| Click or tap here to enter text. |

Tel. Mobile e-mail

Day of the week required (please highlight) Time

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mon | Tues | Wed | Thurs | Fri | Sat | Sun |  | Start am/pm | Finish am/pm |
| Mon | Tues | Wed | Thurs | Fri | Sat | Sun |  | Start am/pm | Finish am/pm |

Frequency (please highlight)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Weekly | Fortnightly | Monthly | Other |  | Start Date |

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| Click or tap here to enter text. |

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| Click or tap here to enter text. |

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| Click or tap here to enter text. |

Number of hours booked: @ £ per hour = £

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| Click or tap here to enter text. |

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| Click or tap here to enter text. |

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| Click or tap here to enter text. |

Number of hours booked: @ £ per three hour session = £

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| Click or tap here to enter text. |

Hirers Public Liability Insurance @ 10% of booking fee: £

**(If you hold your own please attach a copy of your policy)**

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| Click or tap here to enter text. |

 **TOTAL £**

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| --- |
| Click or tap here to enter text. |

**Refundable Deposit £**

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| Click or tap here to enter text. |

(Date Returned ) **£**­­­­­­­­­­­­­­­­

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| Click or tap here to enter text. |

 **GRAND TOTAL £**

**Youth groups**-Is your group registered on the M.K. Council -Youth Registration Scheme - **Y/N**

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| --- |
| Click or tap here to enter text. |

**If you are a Registered Charity what is your Charity Reg No**

##

## *Information you give us about yourself will be held on computer or manual record, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. Information may also be used in connection with the prevention and detection of crime and fraud. Our obligations under the Data Protection Act 1998 are explained in our leaflet “How to see your records – Your rights under the Data Protection Act 1998” available from Council offices and libraries.* *It is a Centrecom requirement that bookings are covered by Public Liability Insurance (2 million) and accidental damage.*

1. This application is a confirmation of booking.
2. Applications are only accepted from persons over 25 years.
3. All monies must be paid within the timescale stated on your invoice.

**CENTRECOM MUST BE LEFT CLEAN AND TIDY OR THE HIRER WILL RISK HAVING THEIR BOOKING CANCELLED**

**DECLARATION**:

By entering my name below, I agree to comply with the Terms and Conditions of Hire overleaf.

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| Click or tap here to enter text. |

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| Click or tap here to enter text. |

Print Name Date

**Please return to Centrecom Limited, 602 North Row, Secklow Gate West,**

Central Milton Keynes, MK9 3BJ – Tel. 01908 201011 – e-mail centrecom@btconnect.com

Enquiries Telephone 01908 201011  Charities Registration No. 289734

Centrecom Ltd. Is a company limited by guarantee, being registered in England and Wales under No. 1825717

**Conditions of Hire for CENTRECOM Meeting Place**

**3 WEEKS ARE REQUIRED TO CANCEL A BOOKING**

**7 CLEAR WORKING DAYS ARE REQUIRED BEFORE A BOOKING IS MADE**

**1. Hire charges and deposits must be paid in advance, Cheques payable to Centrecom Ltd. Interest will be charged on overdue invoices.**

**2. Organisations that are working with children and young people must ensure they are REGISTERED under the Council’s Youth Registration**

 **Scheme.**

**3. Please note the key holder will wait for 15 minutes only from the start time of your booking. If you do not turn up you will not be entitled to**

 **a refund. Regular users will be provided with keys for the premises at the manager’s discretion. It is strictly forbidden to have duplicates of**

 **any keys supplied by Centrecom.**

**4. The hirer will indemnify CENTRECOM against any loss, damage, claim or expense howsoever arising, caused or occasioned during the**

 **hirer’s use of the premises. It shall also be the responsibility of the hirer to effect adequate Public Liability Insurance to cover risks arising**

 **out of the use of the premises by the group/organisation and its or the hirer’s invitees and visitors. This can be purchased through**

 **Centrecom (see overleaf). N.B The key holder will unlock the building at the commencement of hire and the building will remain unlocked**

 **until the end of the hire period. The hirer should ensure that someone is present within the building throughout this period. The key holder**

 **will also explain to the hirer the fire procedures in place in the building.**

**5. The hirer shall not sublet or transfer this booking to any other person or organisation.**

**6. No betting, gaming or lotteries shall take place on the premises except that allowed by law and the hirer shall obtain any licence or**

 **certificate required, prior to booking the premises for such use.**

**7. The hirers shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to music, singing and**

 **dancing and the sale and supply of liquor. All liquor Licences must be displayed at all times during the event and a copy of the Licence**

 **must be forwarded to Centrecom booking office BEFORE the date of the booking. Failure to do so will result in the event being cancelled.**

 **All hirers must inform Centrecom Management if music is to be played on the premises, so an appropriate license may be purchased.**

**8. FIRE EXITS MUST NOT BE OBSTRUCTED IN ANY MANNER AT ALL. The hirer must ensure that all the users present are aware of the fire**

 **procedures, which are displayed in the building.**

**9. Hirers must NOT cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music.**

 **Please Note- ALL WINDOWS AND DOORS MUST REMAIN CLOSED WHILST MUSIC/SINGING IS TAKING PLACE.**

**10. With the exception of guide dogs, no animals will be allowed on the premises.**

**11. Centrecom has a *NO SMOKING***  **policy and this MUST be adhered to at all times. This regulation has been**

 **extended to include the enclosed outside areas. Failure to comply could put future bookings in jeopardy.**

**12. For events covered by the Indoor Entertainment’s Licence, the numbers must not exceed those stipulated by Centrecom management.**

**13. All music and/or dancing MUST STOP at 11.00pm (11.30pm Saturday) in order to comply with the Indoor Entertainments Licence.**

**14. All equipment hired can only be used within the facility and must not be removed. Hirers must leave the premises clean and tidy and all**

 **equipment and furniture should be stored away or placed tidily as required. Cleaning and tiding up must be carried out DURING THE HIRE**

 **PERIOD. Users will be liable for a deposit for non-compliance of this clause and any other relevant clause. The hirer is liable for the costs**

 **of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the hire period.**

 **REFUND OF ANY DEPOSIT IS AT THE DISCRETION OF CENTRECOM MANAGEMENT.**

**15. IN CASES OF BLOCK BOOKINGS, the user must not leave their own belongings or equipment on the premises without the**

 **consent of Centrecom management, and any items left in the building with Centrecom approval are left at the owner’s risk and the**

 **responsibility for insuring such belongings firmly lies with the user. Any belongings left in the premises without prior agreement from**

 **Centrecom management will be treated as abandoned and may be disposed of by Centrecom management. Storage of items requires the**

 **prior permission of Centrecom management. Users must NOT use unallocated storage space or overfill allocated space.**

**16. Approval for the use of MKCouncil sponsored premises by political parties shall be determined by the nature of the occasion. Public**

 **meetings such as rallies will not be permitted.**

**17. The premises shall be used for community purposes only and shall not be used as the hirer’s postal address.**

**18. No alterations or additions shall be made to the premises without the written consent of Centrecom and any such work shall be**

 **completed at the hirer’s cost and to Centrecom’s satisfaction.**

**19. No advertising or publicity material will be displayed inside or outside the building without the prior approval of Centrecom management**

 **and MK Council.**

**20. Centrecom reserves the right to cancel the hiring if the hirer breaks any of the above conditions.**

**21. Centrecom reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time**

 **without prior notice.**

**22. Centrecom reserves the right to close the premises at any time for emergency or periodic maintenance and also when the premises are**

 **required for public elections or similar events.**

**23. The hirer shall not make use of the back garden without prior permission.**

**24. This application is a confirmation of booking.**

**25. Applications for hiring Centrecom are only accepted from persons over 25 years.**

**26. ALL RUBBISH must be removed from the site by the Hirer.**

**27. All User Groups must provide their own FIRST AID**

**28. DEFINITELY NO ALCOHOL IS TO BE CONSUMED OUTSIDE ON CENTRECOM PREMISES**

**NOTE :- THE PANIC BUTTON is for emergency use only. If it is necessary to use it, please follow it up with a 999 call. If misused, a penalty of**

 **£75.00 will be incurred by the hirer.**