



Hall / Community Area Booking Form

	Details	Notes
Date of Function:		
Hall / Community Room		
Type of Function: <i>e.g. 18th</i>		
Start Time: (<i>inc. set up</i>)		
Finish Time: (<i>inc. set down</i>)		
Name of Person Booking:		
Address / Email:		
Telephone Number / Mobile:		
Numbers Expected:		Maximum 180
Use of Kitchen:	YES / NO	
Staff Name and Date Taken:		
Additional Information:		
Hire Fee & Deposit:		
Customer's Signature:		This will confirm you agree with the Terms & Conditions of Hire.

JCSCC HALL BOOKING RECEIPT

Date of Function		Fee Paid and Deposit	
Start Time		Use of Kitchen	
Finish Time		Signature of Staff	
Number Expected		Printed Name of Staff	

Hall Fees (£75 deposit on all bookings over one hour, £100 for 18th party)

	Time	Non - members	Members
Saturdays	Evenings (17.00 - 0.00)	£170	£150
	Mornings (09.00 - 12.30) or Afternoons (13.00 - 16.30)	£100	£80
	Hourly (if available)	£30	£25
	All Day	£300	£250
Sunday - Friday	Evenings (17.00 - 0.00)	£100	£80
	Mornings (09.00 - 12.30) or Afternoons (13.00 - 16.30)	£80	£65
	Hourly (if available)	£25	£20
	All Day	£240	£200

Community Area Fees (£45 deposit on all bookings over one hour)

	Time	Non - members	Members
Saturdays	Evenings (17.00 - 0.00)	£35	£25
	Mornings (09.00 - 12.30) or Afternoons (13.00 - 16.30)	£20	£15
	Hourly (if available)	£10	£8
	All Day	£75	£50
Sunday - Friday	Evenings (17.00 - 0.00)	£25	£20
	Mornings (09.00 - 12.30) or Afternoons (13.00 - 16.30)	£15	£12
	Hourly (if available)	£10	£8
	All Day	£60	£48

At certain times, the whole building may be available for hire
at £400 (Saturdays) and £300 (Sunday-Friday)

Please note that additional discounts are available for both staff of the
John Clements Centre and affiliated Clubs - details on application.

Conditions for Hiring the Hall

All hirers:

- are expected to pay 100% of the Hire Charge when booking the hall, which is non-returnable if notification of cancellation is less than six weeks prior to the booking. No booking is confirmed until all charges / fees have been paid (inc. clearing of cheques).
- will need to supply a £75 or £45 returnable deposit (see rates above) at the time of booking the hall (18th parties require a parent to book, several responsible adults present and £100 deposit). This deposit may be forfeited if damage has occurred or the booking is cancelled less than six weeks prior to the event. All Cheques should be made payable to **JOHN CLEMENTS SPORTS & COMMUNITY TRUST**
- need to be aware that Smoking is *not* permitted within the premises.
- must ensure that Fire Exits are kept free from obstructions whilst there are persons in the hall. In the event of fire, occupants will evacuate via the nearest exit in an orderly manner.
- must ensure that electrical equipment brought onto the premises is in good working order, safe and will not compromise the existing systems. No additional extensions to the electrical systems shall be used without prior consent.
- must keep music and sound volumes to a reasonable level.
- need to be aware that NO alcohol can be brought onto the premises, including the field, without the permission of the licensee or their representative (i.e. a committee member).
- are responsible for any damage to fixtures and fittings that occurs during the hire period. Any damage should be reported to a member of staff as soon as possible.
- need to be aware that if an event is deemed to be dangerous or unacceptable, then Staff on duty are empowered (as representatives of the licence holder) to suspend or cancel the event with immediate effect and no monies will be refunded.
- will need permission from the Parish Council if wanting to use the sportsfield for any attraction, such as Bouncy Castle, Barbeque, Hog Roast, etc... If in doubt, please check first.

Please note that the management accept NO responsibility for loss or damage to any equipment or possessions brought to the clubhouse. In any dispute about the hire and relevant charges the management's decision will be final and binding.

John Clements Sports and Community Centre
c/o 35 Tower Road
Codicote
Herts
SG4 8XH

Once complete, please return the form to the above address for processing. If the hall is available and the booking is acceptable, you will be contacted about the confirmation. Call 01438 820803 for details

**John Clements Sports and Community Centre,
The Playing Fields, Bury Lane, Codicote, Hertfordshire, SG4 8XY**

Website: www.jc-codicote.org Tel: 01438 821303