

Kirkby-in-Furness Community Centre

Lettings Policy

Any Kirkby resident aged 18 and above is entitled to apply to the Booking Secretary to book the function room, with or without use of the kitchen.

Other organisations and non-residents may apply to the Booking Secretary to use the Centre for an event.

The Booking Secretary should reply in 48 hours and may accept or decline the booking without giving a reason; if declining, the Booking Secretary must consult one or more members of the Management Committee.

Arrangements and fees for the year Nov 2019 to Nov 2020:

Booking Secretary: David Anderson, 889526, mob.: 07919612949;

Email: davidanderson626@hotmail.com

Fees: **£10 per hour**

Commercial lettings: from £20.00

Minimum of £10 deposit within 48 hours of confirmation of the booking or by arrangement

Block bookings / priority:

The four resident sports clubs are entitled to book the Community Centre at the start of their season for all their home matches. This booking will take priority over all others, and is covered by the clubs' annual fee; the sports clubs must give their fixture list to the Booking Secretary as soon as it is available and the Management Committee must agree to those dates.

Other organisations can apply to be allowed to make a block booking, but it is at the discretion of the Management Committee. The sports clubs can book and use the Centre for other events without charge, but they do not take priority in the booking process.

Fund raising events for the Community Centre will take priority over all except the sports clubs' home fixtures.

Terms and Conditions

Fire & Emergency Rules

The hirer must ensure they are familiar with Centre Emergency rules and at the start of every session inform attendees of them (copy on notice board in reception area)

Cancellations

The hirer can cancel their booking without charge up to 48 Hrs before the event; cancellations on the day will incur a nominal charge of at least a £10 fee; this can be waived at the discretion of the Management Committee.

Loss, damage and cleaning

PLEASE NOTE: SMOKING IS NOT PERMITTED IN ANY PART OF THE CENTRE

The premises must be vacated by 2300 Hrs unless with permission of Booking Secretary.

The named hirer is responsible for the safe and proper use of the building during the time the centre is let, and must report damage to the Booking Secretary no later than the day after the event.

The hirer is liable for the full cost of repairing all damage.

The Community Centre must be left clean and tidy, with all rubbish removed to the outside bins by the hirer. It is the hirer's responsibility to make sure the building is left in a safe and secure condition at the end of the event; leaving lights and heating on will incur a charge to be determined by the Booking Secretary.

The Community Centre shall not be liable for any loss or damage to the property of those hiring the building for an event, or attending an event. Those leaving cars in the car park do so at their own risk.

All the above Terms and Conditions apply to use by the resident sports clubs as well as to private hirers.

All above Terms & Conditions also subject to additional Covid -19 special conditions of hire

AGREEMENT

The named hirer must agree to the above Terms and Conditions and the Covid -19 special conditions of hire in order to book the Community Centre building.

Named hirer: _____

Address: _____

Phone number: _____

E mail: _____

Date(s) and time of event: _____

Type of event: _____

Number attending: _____

Booking accepted: _____

(Signed on behalf of the Management Committee)

Fee paid £ _____ (Please pay within 48 hours of the event or by arrangement .)

I accept and agree to all the above Terms and Conditions:

Signed: _____ (Hirer)

Date: _____