



East Hunsbury
Parish Council

Hunsbury Library
Overslade Close
Northampton
NN4 0RZ

Tel: 01604 708429

Email: clerk@easthunsburyparishcouncil.gov.uk

BOOKING FORM

Blacky More Community Centre

BUTTS CROFT CLOSE, BUTTS ROAD, EAST HUNSBURY, NN4 0WP

We accept payment by cheque made payable to East Hunsbury Parish Council, or by bank transfer quoting your invoice no as reference.

Start Date: _____ End Date: _____

Term time only: YES NO

Start Time: _____ End Time: _____

(You must include your setting up and clearing away time within your hire time - access to the hall will not be permitted until your hire starts)

Description of Group: _____

Max. No. of people per session: _____ Currently 15 due to Covid-19 restrictions
(30 seated or 70 standing)

Hire rates:

Regular hirer - £10.00 per hour

Charity/Community group - £10.00 per hour

Please ensure that you have spoken with the Clerk and booked your sessions before completing this form. If you book for term time only you must inform us of your term dates on a regular basis.

Regular hirers are invoiced either monthly or termly as agreed. Payment should be made by cheque or bank transfer to East Hunsbury Parish Council.

No person under the age of 18 may hire the hall.

The latest time a booking can be made until is 10pm due to the close proximity of residential properties to the Community Centre. Please bear this in mind when leaving the Centre.

Hirers of the hall must arrive no later than 10 minutes after their agreed booking time as there is no guarantee that the key holder will still be on site.

The premises must be left in a clean and orderly condition at the end of your hire period. Equipment is provided to ensure this is possible. All rubbish must be removed from the premises, and a bin is provided for mixed recyclables only.

The hall must not be left unlocked or unattended during your booking. Please wait until the key holder has arrived before leaving the premises.

If you have been issued keys then you are responsible for their safe keeping and shall inform the parish council of any loss with immediate effect. The unlocking and locking up procedure shall be followed at all times and keys shall not be passed to any other party.

Name of Hirer: _____

Address: _____

Postcode: _____

Phone no: _____ **Mobile No:** _____

E-mail: _____

Charity no (if applicable): _____

I confirm that I am over 18 years of age and have read and agree with the conditions of hire supplied with this form and will comply with them.

Please read the terms and conditions of hire - they form an important part of the contract for hire of the community centre.

Please read the fire action plan – as the hirer it is your responsibility to ensure your group/guests are aware of the fire exits and evacuation procedure.

Please read the risk assessments and ensure that your own are carried out for your specific activity.

Signature: _____ **Print name:** _____ **Date:** _____

I/We in consideration of this application for hire being granted, agree to pay East Hunsbury Parish Council all charges, fees and other expenses incurred thereby, and to undertake and accept, abide by and conform to the terms and conditions of hire.

Please complete and return to:

East Hunsbury Parish Council

Hunsbury Library

Overslade Close

Northampton

NN4 0RZ

Tel: 01604 708429 Email: clerk@easthunsburyparishcouncil.gov.uk