

The Garron Centre ~ Booking Form

Single Event Hires



Conditions of hire

1. This booking form, when signed by both parties, constitutes a contract between the Llangarron Community Association and the hirer for the temporary hire of the Garron Centre.
2. The terms and conditions of hire of the Garron Centre are set out in a separate document. The hirer acknowledges that they have received, understood and agreed to these conditions.
3. All bookings are provisional until a completed and signed booking form, together with a signed copy of the Garron Centre Terms & Conditions of Hire, have been lodged with the Bookings Secretary, together with payment in full, including any deposits required.

Booking details

Date(s) Required:							
Time Required: [See Notes 1 & 2]	Day 1	From:		To:		No. of Hours:	
	Day 2	From:		To:		No. of Hours:	
Name of Hirer:							
Organisation:							
Contact Details:							
Address:							
Telephone:							
E-Mail:							
Brief description of purpose for hiring:							
Will you require use of audio-visual equipment?	YES / NO	Will you require use of kitchen?	YES / NO				

The Garron Centre ~ Booking Form

Single Event Hires



Will this be a public or a private event?	PUBLIC / PRIVATE	Is a Performing Society Right Licence required [see Note 3]?	YES / NO
---	------------------	--	----------

Is food to be provided at this event?	YES / NO	IF YES: is it to be:	Self-catering?	or	Outside Caterers?
---------------------------------------	----------	--------------------------------	----------------	----	-------------------

<p>If outside caterers, please give name, address, contact telephone number, and email address</p>	
--	--

Will alcohol be served?	YES / NO	IF YES: please give names and contact details of two adult (over 21) stewards who will be in attendance throughout the event:
-------------------------	----------	---

Fees	
Basic hire charge	
Use of AV equipment	
Use of licence to sell alcohol [Note 4]	
Total Hire Fee	
<i>Agreed special price</i>	

Deposits [Note 5]	
Kitchen	
A/V equipment	
Total Deposit [Refundable]	

Total Payment Required	
-------------------------------	--

The Garron Centre ~ Booking Form

Single Event Hires



Notes

1. All preparation and cleaning time must be included within the booking period. Before you leave, please check all worktops & sinks are clean and all perishable food is removed from the premises, including from fridges/freezers.
2. If a reception is to be held following a Church service, e.g. a baptism or funeral etc., all kitchen preparations must be finished at least 30 minutes before the Church service begins.
3. An event which makes use of copyright music in any form, e.g. record, compact disc, MP3, tapes, radio, television, p.c. or by performers in person requires a Performing Society Right Licence.
4. If you wish to take advantage of our Licence for sale and supply of alcohol for consumption on the premises, please contact the Bookings Secretary who will be happy to explain requirements and charges to you and provide the necessary application form.
5. Deposits will be refunded within 14 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents.
6. Every effort will be made to honour bookings made. However, if circumstances outside the control of the Llangarron Community Association prevent the Garron Centre being available at the booked time the Liability of the Llangarron Community Association will be limited to the hire fee, which will be refunded. These unforeseen circumstances could include unplanned church events such as funerals.

Please print, sign & date and return this form to the Bookings Secretary together with payment.

Cheques should be made payable to *Llangarron Community Association*
OR, for payment by Bacs:

Account Name	Llangarron Community Association
Sort code	40-39-06
Account No:	21453122

If paying by Bacs transfer, please specify your name (or company name) and the date of your event to enable us to identify payment.

Thank you for your booking.

Bookings Secretary
The Garron Centre
Llangarron
Herefordshire
HR9 6NJ

Tel: 01989 770321

E-mail: bookings@thegarroncentre.org