

Please note dates required are financial year – April to March.

Please circle dates required on calendar below.

APL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
MAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JUN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
JUL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AUG	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SEP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
OCT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
NOV	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
DEC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FEB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	(29)		
MAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

1. PAYMENT

- i) Payment for all facilities is in accordance with the published schedule of charges and **must** be made in advance of the hire date(s) as detailed in the confirmation/invoice which will be sent to you.
- ii) If your remittance is not received by the date(s) as outlined, **your hire agreement will automatically be cancelled without further reference.**
- iii) Please make cheques for the hire payable to Crawley Borough Council. Refundable deposit must be paid by cash or card.
- iv) Please note that there is a 1.5% charge on credit cards (debit cards remain unaffected).

2. Any additional costs incurred by the Council for breakages, cleaning etc will be invoiced separately following the hire and after deposit retention.

3. CANCELLATIONS

- i) Made by the Hirer: Must be made to this office in accordance with the Regulations and must be confirmed in writing. Frequent cancellations will result in a charge.
- ii) Made by the Council: If in any doubt regarding the availability of facilities owing to bad weather, power failure, fuel shortage or any other unforeseen circumstances, please telephone 01293 438222, 438478, 438623 or 0774 701 8715.

THE CONDITIONS FOR COMMUNITY CENTRES ARE ATTACHED FOR YOUR INFORMATION AND RETENTION.

If you are an organisation or club and would like us to give out your details to any interested parties/potential members please sign the statement below.

“ I agree for the information that I have given may be disclosed to other departments with Crawley Borough Council. I acknowledge the organisation/club’s details to be passed onto relevant third parties. It will not be used for any other purpose unless required by law”.

SIGNED: _____ DATE: _____

I hereby apply for the use of the Council's facilities at the venue and on the date(s) mentioned above. I acknowledge that the use of facilities is subject to the Council's Conditions and Regulations of hire for Community Centres, a copy of which I have read and understood. If my application is confirmed, I agree to accept and comply with the terms of the Conditions and that the Application and the Confirmation form a contract between the Council and me.

SIGNED: _____ DATE: _____



Conditions of Hire for Community Centres

Single Engagements (Casual)

1. Bookings

THE COUNCIL IS UNABLE TO TAKE BOOKINGS FROM PERSONS UNDER THE AGE OF 21 YEARS.

The hirer must be present at the centre for the duration of the hire period. The council reserves the right to ask for identification and proof of address and if this is requested the hirer will need to provide either a current passport / photo driving licence. The use of false identification may result in legal action.

The hire period stated on the application form includes the setting up, preparation, cleaning and exiting the venue and grounds.

Each community centre has a maximum amount of people allowed to attend at any one time. It is the hirer's responsibility to ensure that these numbers are not exceeded and that the centre they are booking is adequate for the function they are holding.

The maximum numbers for each centre are set as part of Fire Regulations.

Availability of the various centres can be checked by calling the Contact Centre at the Town Hall on 01293 438362 or in person Monday to Friday 8.00am - 6.00pm.

On submission of a booking form and pending the availability, a hirer's request is provisional and this will be valid for 5 working days. Upon receipt of application, an invoice will be issued and payment of the 'confirmation fee' will confirm the booking.

The Council reserves the right to cancel any provisional booking which exceeds this 5 day period.

For bookings on 'Standard' hire fee - the confirmation fee is 25% of total hire charge. For bookings on Subsidy Levels 1 or 2 (children's parties/celebrations)- full payment will be required to confirm the booking. Without payment of the stated confirmation fee the booking will not be honoured.

The total balance of hire fees must be paid a minimum of four weeks prior to the date of the booking.

If a booking is made less than 4 weeks prior to the hire date, the total balance will be due.

A minimum of 48 hours notice is required for bookings to be made.

2. Access to the Centres, Keys, Security Deposits.

To gain entry to the centre hired, keys should be collected from the Contact Centre at the Town hall up to 3 days prior to the booking date.

Security deposit

A security deposit payment is also required against bookings, payable either by cash or card (1.5% charge on credit cards). Cash or Card deposits, paid at the time of key collection, will be required as follows:-

Adult Socials/Parties (age 16 and over) = £250.00

Children's Parties/Celebrations (age 15 and under) = £100.00

Meetings (no food/alcohol/entertainment) = £10.00

Hirers will only be issued with a key when the security deposit has been paid and/or valid PAT certificate received. Hirers who have not been issued with keys due to non-deposit payment will not be given access to the centre by the Community Centre Officer.

This security deposit will be returned in full providing the hirer or, any person attending the hire, have not done any of the following:

- a) Used the centre outside of the stated hire time.
- b) Departed the centre after the stated hire time.
- c) Allowed entertainment/music to continue within 45 minutes of the hire finish time. **Please see Item 9.**
- d) Failed to clean the areas of the centre and the surrounding area outside the centre you have used (the facilities must be left in the same condition as found).
- e) Damaged any equipment, furniture, fixtures and fittings or building fabric
- f) Used equipment which has not passed a valid Portable Appliance Test.
- g) Failed to return the keys to the Town Hall.
- h) Used the centre for any purpose other than that stated on the booking form. This includes a celebration of a child's birthday (as adult function) where the facility has been booked as a child's party/celebration.
 - Children's Parties/Celebrations are classified for ages up to 15 years of age and bookings are only permitted up to 10.00pm.
 - Alcohol is not permitted at children's parties/celebrations/social bookings for under 18 year olds.
 - Children's Parties/Celebrations 16 and 17 are charged at standard rate and bookable after 10pm, alcohol is not permitted.
 - The permitted ratio for a children's party/celebration is 70% child occupancy to be present at the booking. Where the occupancy of children is less than 70% the hirers will be charged at the Adult standard rate for the whole booking. This is with the exception of parties/celebrations for 1 to 3 year olds where it is recognised that there is a need for greater parental control

Please note - The security deposit will be retained by the Council should any Sections 1-21 of the Conditions of Hire not be adhered to.

3. Entering the building

The hirer is not permitted to enter the centre until the stated hire time. On entering the building the Hirer is responsible for carrying out a quick inspection of the building, **any problems or damage should be reported to the Community Centre Officer on 0774 701 8715.** It is important to report any damage or poor condition of the centre, as failure to do so could result in the hirer being charged for damage not caused by their activity. The Community Centre Officer's phone number is also displayed on the information boards, located in the entrance halls of the centres.

4. Alcohol

If you are selling alcohol, or hiring a bar that will be selling alcohol, you must produce a copy of the relevant licence (Temporary Event Notice). This will take up to 10 working days. You will not be issued with keys without evidence of a licence. A licence is required by Law, failure to provide a licence or not abiding by the conditions of the licence may result in prosecution of the Hirer. A Licence is not required for alcohol that is not being sold. More information is available on our website www.crawley.gov.uk

5. Smoking

It is now illegal to smoke in confined spaces and consequently the Council operates a no smoking policy in and directly around all community centres. Failure to prevent smoking on the Council's premises may result in a fine of £2,500.

6. Ticketed events

If you are selling tickets for your event then you will be required to provide security. Security must be provided by a Securities Industry Association (SIA) certified company. A copy of the certificate and

a confirmation of attendance will be required before the booking is confirmed. More information is available on our website www.crawley.gov.uk

7. Raffles, Bazaars, Lotteries

No sweepstake, raffle or other form of lottery can be promoted, conducted or held on the premises except such lottery as is deemed to be lawful by virtue of enactment relating to gambling, betting and lotteries, for which approval in writing has been given by the Council and the relevant statutory licence or permit has been obtained. More information is available on our website www.crawley.gov.uk

8. Decorations / Notices

These must only be fixed to the designated boards provided on the walls at the centres.

9. Discotheques, Music & Entertainment

The use of smoke machines and bubble machines is not permitted. It is the hirer's responsibility to ensure that these items of equipment are not used, failure to do so will result in the security deposit being retained.

All entertainment/music must finish 45 minutes prior to the hire finish time.

All windows and doors must be closed whilst entertainment/music is taking place.

Failure to adhere to these conditions will result in the full security deposit being withheld.

10. Electrical Equipment

All equipment including discos must have undergone Portable Electrical Appliance Testing (PAT Testing). The Council will require sight of an up to date PAT Test Certificate, prior to the booking being confirmed. It is the hirer's responsibility to ensure all equipment has a valid certificate. If a valid certificate is not produced the Council will not allow the equipment to be used in the centre. In the event that the hirer allows electrical equipment to be used without the valid certification, the Community Centre Officer reserves the right to request that the equipment to be removed immediately from the centre.

11. Bouncy Castles & Inflatables

These are not permitted, in the interest of Health and Safety, in any of the Council's community centres or grounds.

12. Gas cookers, portable or otherwise.

These are not permitted. Only equipment provided by the Council is permitted in the community centre building. This includes any religious or 'ceremonial burners'.

Use of naked flame is not permitted although small cake candles are acceptable.

13. Copyright Works

The Hirer shall not use or permit to use the premises for the performance in public of any dramatic, musical or other works for the delivery in public of any lecture in which copyright exists, without the consent of the owner of the copyright, or in any other manner infringe any subsisting copyright. The Hirer shall indemnify the Council against any sums of money, which the Council may have to pay by reasons of any infringement of copyright occurring during the period of hire.

14. Fire exits

These must be kept clear at all times and an adequate gangway left between chairs and tables to allow easy exiting from the centre.

15. Cleaning

Cleaning the centre, any equipment, and the surrounding area outside the centre is the responsibility of the hirer. The necessary cleaning equipment is provided at each centre. Failure to leave the centre and/or equipment used in the same condition as found will result in the Council retaining the security deposit.

16. Exiting the building

The hirer is responsible for the security of the centre for the duration of their hire period. On leaving, the hirer must ensure that: All electrical equipment is switched off, Hall curtains are fully open, All taps are turned off, Windows and doors are securely shut/locked, Shutters (where present) are locked. **If the hirer or any persons connected with the hire depart the centre after the stated hire time then the security deposit will be retained in full.**

17. Cancellations / Changes to Bookings.

In an emergency or unforeseen circumstances, the Council will, if necessary cancel your booking. In the event of your booking being cancelled the Council will refund your booking fee in full. The Council shall not be liable to pay any compensation to you, the hirer or any other person due to the cancellation.

The Council reserves the right to terminate the hiring or cancel the booking if it finds or suspects that the hirer is using or are intending to use a centre for any activity other than that stated on their application.

The Council reserves the right to cancel any provisional booking which exceeds the 5 day provisional holding period.

If a cancellation is made less than 4 weeks prior to the booking date no monies paid in respect of confirmation fees or hire fees will be returned to the hirer.

If a cancellation is made between 4 weeks and 3 months from the hire date, the 25% deposit charge will be retained and any other monies paid will be refunded.

Less than 4 weeks	zero money returned
4 weeks – 3 months	25% deposit retained
3 months +	full payment returned

All amendments or cancellations must be submitted in writing.

18. Collection of the security deposit

This can be done one working day after the hire but not before 10.00am. (Special conditions apply over Christmas and New Year - please ask for details). The deposit will be returned in full providing none of the afore mentioned Conditions of Hire have been breached. Deposits should be collected from Cashiers (9.30am – 3.30pm). The hirer will need to produce their key where issued, invoice, receipt and ID in order to collect their deposit. **If the hirer cannot collect the deposit for any reason, they must submit in writing details of the person nominated to collect the deposit, who again will be asked for ID.**

19. Lost or damaged property

The Council will not under any circumstances, accept responsibility or liability in respect of any loss of or damage to any property, articles or items placed or left upon the premises by or on behalf of the hirer or any other person, or in connection with the hiring.

20. Damage, Loss, Injury

The hirer is responsible for making sure both they and the Council are indemnified against any damage, loss or injury that may arise as a result of their activity. Hirers may be required to take out Public Liability Insurance. If it is determined that the hirer's activity requires Public Liability Insurance, no bookings will be accepted until such time as a valid certificate is produced by the hirer.

21. Failure to comply

The Council reserves the right to terminate any letting or series of lettings immediately in the event of the hirers failure to observe or perform any of the conditions of regulations herein contained, but without prejudice any right or remedy which the Council may have against the hirer under these conditions and regulations and the Council may retain the charges paid by the hirer.

This information can be made available in other formats on request. Please contact us on 01293 438717 or email crawleybc@crawley.gov.uk if you would like a copy in another language, in Braille or large print, or on Audio Tape or CD.