



APPLICATION FOR THE REGULAR HIRE OF COMMUNITY CENTRES

Community Services,
Community Services Admin,
Town Hall, The Boulevard,
Crawley, RH10 1UZ
Tel: (01293) 438623, 438478,
438656, 438222

Please retain the Conditions of Hire and tear off this application form and return to:
Crawley Borough Council
Community Services Division – Community Services Administration.
Town Hall, The Boulevard
Crawley, RH10 1UZ

OFFICE USE ONLY	
Customer ID	
Subsidy ID	

COMMUNITY CENTRE REQUIRED:

FACILITY REQUIRED: **Large Hall** **Small Hall**

Name of Organisation (if applicable):.....

Purpose of Hire:

Person Arranging the Hire: (applicants must be 21 years of age or over and proof may be required – photo driving licence/passport)

Name.....

Address:.....
.....

Telephone No: Home Business: Email:

Person Responsible for Payment (If different from above):

Name.....

Address:.....
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Telephone No: Home Business: Email:

TIME OF HIRE:	FROM: <input type="text"/> AM/PM	TO: <input type="text"/> AM/PM	DAY OF WEEK: <input type="text"/>
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NUMBER OF PEOPLE EXPECTED TO ATTEND? PLEASE CHECK CENTRE CAPACITY	<input type="text"/>
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Does the Organisation have a Subsidy ID? **Yes** **No** If yes, what is your ID?

Will alcohol be served? Please ask regarding licensing/temp event notice.

Do you wish to sell alcohol? Sight of licence/temp event notice required.

Will there be food at the event Please ask regarding Food Safety.

Are you charging for entry? SIA Door supervision required.

Are you holding a raffle? Sight of licence required and plan.

Will electrical equipment be used inc discos? Sight of valid PAT certificate(s) required.

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 payable to Crawley Borough Council.
- 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.

3. CANCELLATIONS

- i) Made by the Hirer: Must be made to this office in accordance with the Regulations and Conditions of Hire and must be confirmed in writing.
- 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 or 438623.

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

Series of Engagements (Regulars)

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.
- Should the activity vary from that stated on the hire form or subsidy application, then the Council reserves the right to allocate an additional charge. Should the hirer continue to use the centre for any purpose other than that stated, the Council reserves the right to cancel hires.
- Each community centre has a maximum amount of people allowed to attend at any one time. It is the hirers' 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.
- Hirers will be invoiced for all bookings made. **The regular hirer is required to make payment by the first day of each month for all bookings to take place within that month or arrangement series.**
- Hirers who fall in arrears with monthly payments will be forwarded written notice of any outstanding balances. **If balances remain outstanding, the Council reserves the right to cancel future hires until such time as payment is received.**
- **Regular Hirers are required to complete hire forms, detailing their activity on an annual basis. Failure to return the form by the stipulated date may result in the Council cancelling the hirer's booking. Furthermore, hirer's must notify the Council should they wish to terminate their use of the centre(s). (See section 15)**
- A minimum of 48 hours notice is required for bookings or amendments to be made.

2. Subsidies

- The Council operates a Subsidy Level charge band system for the use of the community centres by regular hirers. The level applicable to each hirer is determined by application based on the activity. A subsidy form will need to be completed for each activity.
- All regular hirers are requested to fill out a Subsidy Form at regular intervals. The purpose of the form is to confirm that the hirer is being charged at the correct level within the subsidy levels.

To qualify for a subsidised rate, the hirer should -

- Be able to demonstrate that the activity is providing a direct benefit to local health, social care or education issues.
- Be able to demonstrate evidence that the activity specifically targets and attracts groups within the community who may not be able to afford commercial hire rates
- Be able to demonstrate evidence of actively implementing equal opportunities
- Be able to demonstrate that activities are open and accessible and actively encourage and welcome new members

3. **Access to the Centres/Keys**

Regular hirers will be issued with keys. These keys can be retained by the hirer for the duration of their hire period providing that all hire fees are paid by the required time. **The keys will only be issued on receipt of a £10 cash deposit and signature from the Hirer.** An additional set of keys will be made available on request but a charge of £10 cash for each spare set will be made for this service. Keys must be returned after the series of engagements is complete. **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.**

- Loss of keys - This may result in the hirer being charged the full cost of lock and/or shutter key replacement.

4. **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, failure to do so could result in the hirer being charged for damage not caused by their use of the centre. The Community Centre Officer's phone number is also displayed on the information boards, located in the entrance halls of the centres.

5. **Alcohol**

- If you are selling alcohol, or hiring a bar that will be selling alcohol, you must produce a copy of the relevant licence. 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

6. **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.

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. **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. 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.

10. Gas cookers, portable or otherwise.

- These are not permitted. Only equipment provided by the Council is permitted in the community centre building.
- Use of naked flame is not permitted although small cake candles only, are acceptable.

11. Copyright Works

- The Hirer shall not use or permit the use of the premises for 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.

12. 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.

13. Cleaning

- Cleaning the centre, any equipment, and the surrounding area outside the centre you have used 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 and/or an additional charge.

14. 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:
 - a) all electrical equipment is switched off
 - b) hall curtains are fully open
 - c) all taps are turned off
 - d) windows and doors are securely shut/locked
 - e) shutters (where provided) are locked.
- **If the hirer or any persons connected with the hire depart the centre after the stated hire time, then the Council reserves the right to charge for additional time used. If this occurs on a regular basis the hirer's future bookings will be cancelled.**
- **The centres are checked, alarmed and locked at the end of every day by Council staff.**

15. Cancellations / Changes to Bookings.

- If due to 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 hire or cancel the booking if it finds or suspects that the hirer is using or is intending to use a centre for any activity other than that stated on their application.
- Multiple Bookings may be submitted via the booking forms provided. Once a booking form is submitted and the bookings have been confirmed, any changes requested by the hirer will be subject to a fixed administration fee. The fee will be charged for every individual booking, date or time amendment requested by the hirer.

- All bookings/amendments/cancellations must be made in writing.
 - **A normal hire charge will not be made for cancellations made with notice of 4 or more working days. Cancellations made with 3 or less working days will be charged the normal hire fee.**
- 16. 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.
 - The centres remain the property of the Council. Hirers should not instruct delivery of any mail to the centres or publicise the centres as a business address. The Council will not accept responsibility or liability in respect of articles, items or mail delivered to the centres or Town Hall in respect of hirers. Hirers should use their personal address submitted on the hire application for any delivery and business address.
- 17. 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.
- 18. Failure to comply**
- The Council reserves the right to terminate any letting or series of lettings immediately in the event of the hirer's 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.