

# The Bubwith Centre

## Room & Facilities Booking Form



**\*Please read the Conditions of Hire and Hire Charges before completing this form.**

**\*\*By signing this form you agree to the Conditions of hire as listed on this form.\*\***

Hirer's Contact Details	
Name	
Address	
Telephone Number (Landline)	
Telephone Number (Mobile)	
Email Address	

Booking Details	
Date of Function	
Start Time	
Opening up Time	
Finish Time	
Locking up Time	
Type of Function	
Number of Guests	

Facilities Required (please delete as applicable)			
Full Hall	Yes / No	Cyril Wiles Room (UPSTAIRS)	Yes / No
Lounge	Yes / No	Kitchen	Yes / No
Bar	Yes / No	Crockery	Yes / No
Licence Required 11pm	Yes / No	Licence required 12 midnight	Yes/ No

Additional Requirements

Hirer's Signature:	Date:

For Office Use Only:			
Booking Form Received by		Total Cost of Event	£
Booking Agreed by		Deposit Paid (at time of booking)	£
Function entered into Diary and Online Calendar	Date By	Balance Due Date	
Person Opening Up		Balance Paid	£
Contact Details		Balance Paid Date	
Person Locking Up		Deposit Paid	Cash/Cheque/Card
Contact Details		Balance Paid	Cash/Cheque/Card

Official Signature:	Date:

The Playing Fields | Main Street | Bubwith | East Riding of Yorkshire | YO8 6LX

Telephone: (01757) 288299 | Email: [bubwithleisurecentre@gmail.com](mailto:bubwithleisurecentre@gmail.com) | Website: [www.bubwithleisureandsportscentre.org](http://www.bubwithleisureandsportscentre.org)

## Conditions of Hire

1. All applications for hire of the premises should be made on this form and passed to an Officer of the Centre or the Steward. Verbal bookings can be made by asking any Officer to enter details in the Centre Diary and Online Calendar but are not valid until a form is received. All equipment brought onto the premises by the hirer or others, for any type of use is at their own risk. The Centre will not be responsible for loss, damage or breakages of any kind.
2. An amount equal to 50% of the overall cost is payable as a deposit and should accompany the form. Bookings are not valid unless the deposit is received. The deposit is returnable if the Committee at their absolute discretion do not accept the booking. The balance of 50% of the overall cost is payable four weeks in advance of the event. In the event of late cancellation any payment made is forfeit to cover loss of earnings for the Centre. The Centre Officers decision on payment due and any return of deposit or stage payment is final. No drinks are allowed to be brought in for functions with the exception of wine for which a corkage charge will be made. Current rates are £60 standing charge plus £5 per bottle (70cl size, other sizes are pro rate), payable four weeks in advance of the function alongside the final balance for hire.
3. **It is essential that any electrical equipment brought onto the premises by hirers is covered by a valid PAT (electrical test) certificate, and proof of this may be required.**
4. The Committee reserves the right to cancel a booking at any time without being required to give reasons. Any deposit or payment will be repayable.
5. The Committee will not be responsible for any accident or injury sustained by any person using the premises or car parks. Persons leaving clothing or other articles in the cloakrooms, toilets or other areas do so at their own risk.
6. All statutory and legal requirements, affecting the use of the premises, must be strictly observed. In particular, the hall must not be left unattended at any time during the period of hire as this will invalidate the insurance. The Committee will ensure that all legal conditions governing provision and consumption of alcoholic drinks are adhered to.
7. The hirers of the premises are responsible for the proper care and use of the facilities.
8. Fireworks are not allowed on the premises or in the grounds of the Centre.
9. The premises must be left clean and tidy. In particular, the hirer is responsible for moving and arranging furniture and returning it to its original position. The kitchen and any equipment used must be cleaned before vacating the premises. Crockery, if used, must be washed, dried and replaced in the cupboards. All damage and breakages will be charged for. A returnable deposit of £20 must be made along with the final balance to cover any potential additional cleaning requirement in the kitchen.
10. Note that any decorating used in the Main Hall must be fixed using the hooks/pins already in place, provided by the BL&SC. The use of Sellotape or Blu-Tac or similar fixings is not permitted. Any such use resulting in damage will be charged back to the Hirer directly.
11. All rubbish must be collected by the hirer and placed in black bin liners outside the Centre. Staff will only collect and clean glasses.
12. The premises are currently licensed for public music, singing and dancing until 11.00 pm, Monday to Saturday. If a hirer wishes to extend this time, the Committee will consider each application on an individual basis. Any such event must be covered by a Temporary Event Licence from ERYC. The Centre will apply on the hirer's behalf. A fee of £21 is currently applicable for each event. A minimum of 6 weeks' notice is required to apply for such an extension.
13. The maximum number of people using the premises is limited by the Fire Prevention Officer's recommendations and this stands at 300.
14. The hirer will be responsible for providing sufficient helpers or stewards to ensure good order and conduct are maintained at all times.
15. During the period of hire, officers or appointed members of the Committee may have right of access to ensure the above conditions are complied with.
16. The Committee reserves the right to vary some or all of these conditions at their absolute discretion.
17. Hirers must vacate the hall at the time indicated on the booking form to allow staff to close and secure the premises.
18. No dogs are allowed on the Playing Fields or in the Centre buildings at any time.
19. If the kitchen is used for food preparation, the opening and closing down procedures must be followed and recorded and signed off in the Food Hygiene log book.
20. Any ball games within the building must use balls made of sponge or other soft, non-marking material.
21. Please ensure that the premises are left clean and tidy following your function, and that all lighting, heating/cooling and sound systems are turned off. Failure to do so may incur a charge for cleaning.

**NOTE: Bank Details for electronic payment: CAF Bank sort code: 40-52-40 account number: 00014976**

**PLEASE ENSURE THAT, IF PAYING BY BANK TRANSFER, YOU USE YOUR NAME AS REFERENCE.**