



Landport Community Centre

Landport Community Centre

Charles Street, Portsmouth

PO1 1JD

Tel.: 023 92 296 703

email: landport@enableability.org.uk

BOOKING FORM FOR A SINGLE ROOM HIRE

Name:	
Address:	
Telephone Number:	
Email address: <i>(This is important for invoice purposes)</i>	
Room required	
Purpose of Hire e.g. Party, Exercise	
Number Attending:	

DATE & TIME OF HIRE:

(Please allow 30 minutes set up time and 30 minutes for clearing away at the end of hire):

Date	Start Time	Finish Time
<i>E.g.: 31st March 2012</i>	<i>E.g.: 9am</i>	<i>E.g.: 12.30pm</i>

Party requirements:

- Hiring a Bouncy Castle (please see T&Cs (Safety item 3))
- Bringing your own food
- Would you like food to be prepared for you by Gavin at the Café (please ask for prices and menu)
- DJ
- If would prefer us to source a Bouncy Castle or a DJ for you, please ask at the Main Office for more information.

DECLARATION

- I have read and accept the Terms & Conditions, and agree to abide by these and any special conditions communicated to me in writing or verbally.
- I agree to indemnify Landport Community Centre against any accidents or damage to property or injury to persons, which may be incurred as a result of the hiring unless caused by the negligence or breach of statutory duty of Landport Community Centre.
- I confirm that the person(s) running the activities hold the appropriate qualifications and CRB /DBS certificate(s) where appropriate.
- I accept that an additional charge may be made in respect of damage caused to the building or Landport Community Centre property through negligence or wilful intent.

PAYMENT CONDITIONS:

- The room hire charge must be paid in full no later than 14 days before the date of the hire for one off bookings. An invoice will be sent to you via email detailing the payment options along with the payment due date.
- A returnable deposit of £40 is payable for all one-off and private hires to cover any costs incurred due to damage caused or to non-compliance by the Hirers with the Landport Community Centre’s written terms and conditions.
- For Hire of the Games Room a £100 deposit will be required, this will only be returned once a staff member has checked all the equipment has not been damaged.
- If the returnable deposit is not collected within a month from the Party Date then the deposit will be donated to Enable Ability Charity

CANCELLATION PROCEDURE:

Any cancellations should be notified at least 14 days prior to event taking place, or you may lose your £40 deposit

I am over 18.

GDPR INFORMATION:

This hiring form will be retained for one year after the date of the hire, following which it will be shredded

YOUR SIGNATURE CONFIRMS THAT YOU HAVE RECEIVED AND READ THE TERMS AND CONDITIONS OF HIRE AND AGREE TO ABIDE BY THEM.

Signed: Date:

Name in full (in CAPITALS):

Deposit Returned:

Signed: Date:

Name in full (in CAPITALS):

FOR OFFICE USE ONLY:

HIRE CHARGE £..... per hour + REFUNDABLE DEPOSIT £40.00 = £..... TOTAL

Booked on system by:	Hire fee :			
	Date	Amount	Payment Method	Receipt No: