

PILL SOCIAL CENTRE COMMUNITY ASSOCIATION

Registered Charity No: 1080880.

BOOKING FORM TO HIRE PILL SOCIAL CENTRE

Hirer details:

Name:	
Address:	
Postcode:	
Telephone number:	
Email:	

Event details:

Description	
Date(s) required:	
Start time:	
Finish time:	
Number of attendees:	

Hire details:

Venue requirements: (tick as required)	Main Hall <input type="checkbox"/>	Meeting room <input type="checkbox"/>
	Kitchen <input type="checkbox"/>	Bar <input type="checkbox"/>
	Hourly Rate <input type="checkbox"/>	Day Rate <input type="checkbox"/> Package Deal <input type="checkbox"/>
Crockery and cutlery required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I confirm I have read and agree to the enclosed conditions of hire including the stated charges. I enclose £..... as a deposit / full payment

Signed: **Date:**

Pill Social Centre: Summary Conditions of Hire

1. The use of the premises during the period of hire shall be confined to the use or uses identified in the application form.
2. Pill Social Centre will, as a general rule, close no later than midnight or the finish time as stated on the application form if earlier.
3. Cancellations of bookings must be received by the Pill Social Centre Community Association not less than 14 days in advance of the date of hire. Failure to inform us will result in the full cost being applied.
4. The bar is licensed from 10.00am to midnight Sunday to Thursday and 10.00am to 0.45 Friday and Saturday. Hours of licensing must be prearranged and agreed before commencement of function.
5. A holding fee of £100 will be required for all functions. This fee will be returned at the end of the function provided all conditions have been adhered to and no damage caused to the hall, surrounding areas and equipment.
6. Hirers are required to leave the premises in a clean and tidy condition, using the refuse bins provided which once used should be placed in front of the bar area. Any food waste must be disposed of at the end of the hire.
7. Where the kitchen is used an additional cost will be applied depending on the use of equipment and utilities, unless a package deal is purchased.
8. Breakages must be reported to the Pill Social Centre Community Association within 24 hours of the incident.
9. Hirers using amplified music are required to keep the volume to an acceptable level. All exterior doors are to be kept closed from 22.00 and all amplified sound must cease by midnight.
10. Hirers' property and all vehicles (including their contents) are left at the owner's own risk.
11. All functions which require the sale of alcohol must have at least one (subject to the number of persons attending) registered door person in attendance during the whole event. It is the responsibility of the hirer to organize and cover the cost. This is a standard requirement for all halls.
12. Hirers are reminded that, the licence to sell alcohol on the premises of the Pill Social Centre requires the purchaser to be 18 years of age or older. Proof of age will be asked if it is reasonably believed that the person attempting to purchase alcohol is under the age of 18.
13. Pill Social Centre Community Association reserves the right to modify or vary any of the above conditions. A copy of the full Conditions of Hire is available on request and on the Pill Social Centre website (www.pillsocialcentre.org.uk)

Secretary: Colin Sharp

Address: 4, Coombs Drive, Milford Haven, Pembrokeshire SA73 2NZ | Tel: 07960 842 196 |

Email pillsocialcentre@hotmail.co.uk /website www.pillsocialcentre.org.uk

Occasional Hire charges

Deposit	Non-refundable £20 or full hire charge if £20 or less
Venue Hire	Main Hall: £10.00 per hour Main Hall: from £70.00 for the day. Main Hall: Wedding/Party Package Deal Includes full use of hall all day, manned bar, kitchen including equipment and utilities, table clothes, skirting for top table, tables and chairs, personal planner, comfort room to change, stage area and car parking area £250.00 Meeting room: £7 per hour.
Crockery and kitchen equipment	An additional charge will be incurred unless purchasing the package deal.

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