

CONDITIONS FOR LETTING OF THE TCC

1. The Tiddington Community Centre (herein referred to as the TCC).

The TCC reserves the right to refuse a booking for any reason, at any time and to terminate a rental.

All Hirers of the TCC must be 25 years or over. NO ALCOHOL can be consumed on the premises **without prior approval from Rob in writing**. Alcohol cannot be provided to anyone under 18. Proof of Age must always be requested from anyone not clearly over 18. No Alcohol to be served after 11pm.

2. Hall Hire. Once a hiring has been accepted all reasonable steps will be taken to ensure the building is available, but the TCC cannot accept any responsibility if, for whatever reason, the building becomes unavailable. **If YOU have not recently held a function at the TCC you must ask Rob for a PRE VISIT.**

3. Numbers. Maximum number of persons admitted to a function shall not exceed **120** without approval One Adult to every 10 young persons. **NOISE: ALL Windows & Doors MUST be CLOSED at 10.30pm**

4. TCC Liabilities. The TCC disclaims all liability for injury to any person or loss or damage to the property of any person using the building, however caused. The Hirers should ensure that they have their own Insurance to cover their event and their attendees. **You need a mobile phone ON throughout your hire.**

5. Responsibilities of Hirer. The named Hirer will be held responsible for any loss or damage to the building, FLOOR, furniture, furnishings or crockery etc occurring during their booking. When booking a cheque for £100 Deposit will be required post dated to the day of hire. This will be destroyed un-cashed if no loss or damage occurs and the hall, floors, kitchen etc are left clean & tidy with floors swept & all lights & heating turned off **YOU MUST TAKE HOME ALL YOUR RUBBISH**. If the premises are left dirty, if lights or heating are left on or Rubbish remains, etc **you will incur a Minimum additional charge of £30/incident.**

Please report any problems without delay so we can rectify them by leaving a note of any breakages or damage however small in our **Incident Book** on top of the small fridge in the kitchen. **YOU as the Hirer** agree not to do or permit anything to be done at the TCC which may be or become a nuisance or annoyance that interferes with the peace or general comfort of others in the village. In the event of any complaint of unruly behaviour or noise you will be asked to leave the premises quietly & immediately or the police will be called.

6. The Building. Do not attach or fasten by nails, pins, screws, bluetack or tape anything to the walls, floor or woodwork of the building. **DO NOT SIT on the Radiators!** **No Music after 11pm (10:30 Sunday).**

7. Security. HIRERS must ensure that they have details of the combination for the KeySafe located at the entrance door for access to the front door key. When leaving, as Hirer, **YOU MUST CHECK** that all windows, doors & fire doors are closed with the latch on the front door down and that the TCC is clean with the **main hall floor having been swept!** **You must also take away ALL your own Rubbish please.**

8. Fire Precautions. **THERE IS NO SMOKING ANYWHERE ON THE PREMISES!**

The main doors of the building must remain unlocked during all functions. Hirers should familiarise themselves with the whereabouts of all fire exits, fire extinguishers and fire alarm.

Your Emergency mobile phone must be on at all times during your booking

9. Car Parking. FREE Parking is available only on the Stratford side of the hall (approx 24Cars).

10. Hire Fee. Your TCC charge is £20/hour. **Bookings must include setup and cleaning times.** Payment of the full amount is payable with Booking and until full payment is received the TCC is NOT confirmed.

For the avoidance of doubt: YOU should CHECK that your payment has been received & booking CONFIRMED by emailing Rob to check IF your Booking has been accepted.

Cheques should be made payable to:- 'Tiddington Community Centre' and sent to

Tiddington Community Centre (TCC) — Register Charity 1093526

HALL ACCESS: PLEASE ensure you have the Key Safe access code BEFORE your booking!

In the case of an EMERGENCY contact Rob Cobby 01789 293863 or 07710 144729

Please return Booking to: **Rob Cobby, Touchwood, Beeches Walk, Tiddington, CV37 7AT**
with Payment **BEFORE** the Hire Date or the Hire will not be Valid

APPLICATION FOR HIRING (BLOCK LETTERS PLEASE)

NAME _____
EMAIL _____
FULL ADDRESS _____
TELEPHONE _____
ORGANISATION (if any) _____
HIRE DATE/S _____
From _____ am/pm to _____ am/pm
For the purpose of _____

Dates for repeat hiring's _____
Number of persons attending Children under 18 _____ Adults _____
Do you require use of the Kitchen? _____ Cutlery/Crockery? _____
If required please give details _____

What food are you providing? _____
Do you need the Oven? _____
The number of Your EMERGENCY Mobile Phone is? _____

IF Alcohol has been approved Person responsible: _____ Age: _____
Names of those serving Alcohol 1. _____ Age: _____
2. _____ Age: _____

ALL consumption of Alcohol at the TCC needs pre-approval by Rob who sets the Alcohol Fee

I have read/accept the conditions of hiring the TCC & enclose: One cheque for Deposit of £100 plus 2nd cheque for the Hire Fee based on £20/hour - payable to **Tiddington Community Centre**

Your Signature _____
NAME IN CAPITALS _____
Position _____ Date: _____

Cheques enclosed Deposit £ _____ (£100) Hire Fee £ _____ (£20/hour) Alcohol Fee £ _____

Addition Comments/Requirements? _____

SEE www.tiddingtoncommunitycentre.org.uk for details of the TCC and regular events
TCC, Main Street, Tiddington, Stratford-upon-Avon, CV37 7AN

Send **BOOKINGS** to: Rob Cobby, Touchwood, Beeches Walk, Tiddington, CV37 7AT Tel: 293863