

NEW 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 confirmed Booked all reasonable steps will be taken to ensure the building is available, the TCC cannot accept any responsibility if, for any reason, the building becomes unavailable.

If YOU have NOT Booked the TCC before you MUST ask Rob for a PRE-VISIT TOUR

3. Numbers. Maximum number of persons admitted to a function shall not exceed Government limits following advice re COVID-19. **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 is held responsible for any loss or damage to the building, FLOOR, furniture, furnishings or crockery etc occurring during their booking. If the premises are left dirty, if lights are left on or Rubbish remains, etc **you agree to a Minimum additional charge of £30/incident.**

Please report any problems without delay so we can rectify them by sending an email detailing any breakages or damage etc to rob.cobley@touchwoodonline.com. **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, BlueTrack or tape anything to the walls, floor, windows, sound panels or woodwork of the building. **DO NOT SIT on the RADIATORS!**

If required, the HEATING will be ON when you arrive - PLEASE ensure it is still TURNED ON at the wall when you leave. 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 & external 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/Washed as necessary!** **You must take away ALL your Rubbish.**

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. In the unlikely event of a fire quickly exit the building via the fire doors into the car park and assemble safely away in the car park.

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

10. Hire Fee. Your TCC charge is £18/hour. **Bookings must include setup and cleaning times.** Payment of the full amount is payable on receipt of our TCC Invoice and within the calendar month of usage.

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

Payment is by Direct transfer to our TCC HSBC Bank
Sort Code 40-43-19 a/c 42242834 stating your Name & Date of Booking(s)

EMAIL ALL BOOKINGS to: rob.cobley@touchwoodonline.com

Tiddington Community Centre (TCC) – Register Charity 1093526

PLEASE ensure you have requested the **Key Safe access code 3 days BEFORE your booking!**

In the case of an **EMERGENCY ONLY contact Rob Cobleby 01789 293863 or 07710 144729**

Please return completed Booking Form by email to: rob.cobleby@touchwoodonline.com

APPLICATION FOR HIRING (BLOCK LETTERS PLEASE)

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

Times must include time for cleaning before and after your activity)

For the purpose of _____

An **extra charge** will be made based on numbers and actual requirements of
Chairs/tables, Cutlery/Crockery/Glasses, Stage, Meeting Rooms etc Please list requirements?

Do you require the Stage? _____

Number attending: Children under 5: _____ under 18: _____ Adults: _____

Do you require use of the Kitchen? _____ **Cutlery/Crockery/Glasses?** _____

If required please give full details: _____

If a Birthday Party please give age of person _____

What food are you providing? _____ Do you need the Oven? YES/NO

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. I have emailed this Booking Form to Rob and I will transfer the Hire Fee based on £18/hour – direct to Sort Code 40-43-19 a/c 42242834 stating YOUR Name & Date of Booking(s) on receipt of a monthly TCC Invoice.

Your Signature _____

NAME IN CAPITALS _____ Date: _____

Hourly Hire Fee £ _____ (**£18/hour**) **Alcohol Fee** £ _____ **EXTRAS Fee** £ _____

Addition Comments/Requirements – use an additional page as required?

SEE www.tiddingtoncommunitycentre.org.uk for details of the TCC

EMAIL ALL BOOKINGS to: rob.cobleby@touchwoodonline.com