



Hire Application Form

Please complete this form to make an application to hire the Hall and/or the Meeting Room for your event. Please include as much information as you can to speed up the application. Once you hand the completed form in we will process it as quick as possible and then someone will contact you to arrange for a deposit payment to be made in order to confirm your booking, but please remember that everyone at the Centre is a volunteer and gives up their free time for nothing, so this may take a day or two.

All applications are processed in the order that they are received.

First of all, please provide us with your contact details...

Name * :	<input type="text"/>	Address Line 1 * :	<input type="text"/>
Company Name:	<input type="text"/>	Address Line 2:	<input type="text"/>
Phone Number **:	<input type="text"/>	Address Line 3:	<input type="text"/>
Mobile Number **:	<input type="text"/>	Town/City *:	<input type="text"/>
Email Address *:	<input type="text"/>	County:	<input type="text"/>
Web Site Address:	<input type="text"/>	Postcode *:	<input type="text"/>
Public events are advertised on our web site. Which (if any) of the above contact information do you wish to be made visible to the public on our event pages?			
<input type="checkbox"/> Name <input type="checkbox"/> Company Name <input type="checkbox"/> Address <input type="checkbox"/> Phone Number <input type="checkbox"/> Mobile Number <input type="checkbox"/> Email Address <input type="checkbox"/> Web Site Address			

OK, now tell us a little bit about your event...

Event Name *:	<input type="text"/>	Event Start Time *:	<input type="text"/>
Event Date *:	<input type="text"/>	Event End Time *:	<input type="text"/>
Please give a brief description of your event (if your event is public, then this will appear on the event page) *:	<input type="text"/>		
Please supply us with some alternative dates/times, just in case the Hall/Meeting Room is not available at the requested date/time:	<input type="text"/>		
If your event occurs more than once and you want to make a block booking, please tell us how often and for how long, e.g. every Monday for six weeks, or the 1st Saturday of every Month for 3 months:	<input type="text"/>		
Please select the category that best describes your event *:	<input type="checkbox"/> Class <input type="checkbox"/> Event <input type="checkbox"/> Group <input type="checkbox"/> Meeting <input type="checkbox"/> Private Hire		
Is your event private? Please select "No" if your event is to be open to the public. N.B. "Private Hire" events cannot be public *:	<input type="checkbox"/> No <input type="checkbox"/> Yes		
If your event is public, is it free? *	<input type="checkbox"/> No <input type="checkbox"/> Yes		

<p>If your event is public, but is not free, please add details of your ticket/admission prices below:</p>	<input type="text"/>
<p>If your event is public, but certain restrictions apply (e.g. children of a certain age only, or Bromley residents only, etc.) then please add details of these restrictions below:</p>	<input type="text"/>

Next, select the facilities that you require...

<p>Do you wish to hire the... *</p>	<input type="checkbox"/> Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Both
<p>Do you wish to use the kitchen? *</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes, & don't mind sharing <input type="checkbox"/> Yes, but need exclusive use
<p>Do you wish to use the Multi Use Games Area? *</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>Do you wish to use the open space adjacent to the Centre? *</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes

Optional Extras...

<p>Will you be requiring Wi-Fi access? *</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
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If you are hiring the Hall...

<p>Do you need us to provide a connecting lead to our built-in speaker system? *</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
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If you are hiring the Meeting Room...

<p>Do you wish to hire our projector (extra charges apply)? *</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>Do you wish to hire our IT package (extra charges apply)? *</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes

**I have read the [Terms & Conditions of Hire](#) and I agree that I will be held responsible for any damage incurred as a result of my event.
I agree to end the event and vacate the Centre by the time stated above.**

Signed *:

Print Name *:

Date *:

Fields marked * are required and must be completed before submitting the form.

Fields marked ** (phone & mobile numbers) - only one of these two is required, but it may help us to contact you if you provide both.



St. Hugh's
A community hall to benefit all

St Hugh's Community Centre
42 Castledine Road, Anerley, London SE20 8PL
Tel: (020) 8659 7038
E-mail: info@hlca.org.uk

Terms & Conditions Of Hire

DEPOSIT AND PENALTIES

A deposit of £200/£350 cash will be taken for each event. This deposit will be refunded within 14 days of date of hire, less any penalties incurred. Any loss or damage must be reimbursed in full. The cost of any additional cleaning will be deducted in full. A charge of £5.00 will be deducted for every five minutes the hall is occupied after the agreed hire time.

CANCELLATION

In the event of the hirer cancelling an event within 8 to 14 days of date of booking, 50% of hire fees will be refunded. All booking fees will be forfeited in the event of cancellation less than 8 days before the date of booking.

RESPONSIBILITIES OF THE HIRER

- The Hirer shall be responsible for the observance of all general rules and notices in the Community Centre and all regulations appertaining to the premises stipulated by the Local Authority, the Fire Authority and any other official parties.
- The Hirer shall, during the period of hire, be responsible for supervision of the premises, all contents, fixtures and fittings and the safety and behaviour of all persons.
- The Hirer shall notify a member of the Management Committee of any damage or injury occurring on the premises on the day of such occurrence.
- The Hirer shall reimburse the Hilda Lane Community Association for the cost of removal of any excess rubbish, and the cost of repair of any damage to any part of the property, including the contents of the building, during or as a result of the booking.
- The Hirer shall not use the premises for any unlawful purpose or do anything or bring onto the premises anything which may endanger the premises, their users or insurance policies, or use the premises for any other purpose than stated at the time of booking.

CONDITIONS OF HIRE

- The Hilda Lane Community Association, its Trustees and Management Committee accept no responsibility for any accident whatsoever during the course of the booking.
- There will be no smoking within any part of the Community Centre in accordance with Government legislation.
- Only blue or white tack is to be used on the walls, strictly no sticky tape or pins as it damages the paintwork.
- We ask that chewing and bubble gum is not consumed on the premises.
- All parties must be contained within the hall hired and grounds, where permitted.
- The premises must be left clean, tidy and clear of rubbish. Two black sacks containing rubbish are permitted be left in the hall. All other rubbish must be taken home by the hirer.
- The hall must be vacated by the end of the booking time. Please order transport to pick up before the end of the booking time.
- Children are not permitted in the kitchen at any time. No alcohol may be consumed on the premises by anyone under the age of 18.
- Monday to Thursday bookings – all persons must vacate the Hall and grounds by 9.30 p.m. at the latest. The music must be turned off by 9.00 p.m and leave in a quiet and orderly manner, showing consideration for local residents.
- Friday and Saturday bookings – all persons must vacate the Hall and grounds by 11.30 p.m. at the latest. The music must be turned off by 11.00 p.m and leave in a quiet and orderly manner, showing consideration for local residents.
- Sunday bookings – all persons must vacate the hall and grounds by 6.30 p.m. at the latest. The music must be turned off by 6.00 p.m. and all persons must leave in a quiet and orderly manner, showing consideration for local residents.