



Application for Hall or Room Hire

HIRER'S DETAILS	ORGANISATION'S DETAILS (if applicable)
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:

REQUIRED ROOMS	Ground Floor:
	<input type="checkbox"/> Hall <input type="checkbox"/> Room 1 <input type="checkbox"/> Annexe <input type="checkbox"/> Kitchen
First Floor:	
<input type="checkbox"/> Room 3 <input type="checkbox"/> Room 4 <input type="checkbox"/> Room 5 <input type="checkbox"/> Room 6 <input type="checkbox"/> Room 7 <input type="checkbox"/> Kitchen	

PURPOSE OF HIRE
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DATE REQUIRED	TIME REQUIRED	NUMBERS EXPECTED
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WILL LIVE OR RECORDED MUSIC BE PLAYED?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please note that it is the Hirer's responsibility to ensure they have a valid PRS license if music is to be played, to comply with the requirements of the Performing Rights Society.		

WILL THERE BE ALCOHOL AT THE EVENT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>We will confirm if this is acceptable</i>
WILL IT BE SOLD FOR CONSUMPTION AT THE EVENT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If alcohol will be sold for consumption on the premises, please complete and return an Alcohol Permission Form .			

IS THIS A PRIVATE EVENT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If it is a private event, no details will be displayed publicly in the online booking calendar.		

Please turn over >



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HIRER DECLARATION

I, the Hirer, acknowledge receipt of a copy of the Terms & Conditions, which I have read and understood.

I agree to comply with all the Terms and Conditions therein.

I declare that I am over 18 years of age.

Hirer's Signature: **Date:**

Signed on behalf of BBCA: **Date:**

INFORMATION FOR HIRERS

Booking Deposits

A booking deposit is payable of up to 50% of the total amount. Dates cannot be held for longer than 30 days unless the agreed deposit is paid to secure the booking (not applicable to affiliates).

Damage Deposits

A damage deposit is required when booking special functions and parties. Providing the premises and contents are left undamaged and in a reasonable condition, the deposit will be returned within a week.

Cancellations

If a cancellation is made less than 30 days prior to the hire date, the Hirer may still be liable to pay the hire fee in part or in full. The amount charged depends on how much notice is given. Please see Terms and Conditions of Hire for details.

Payment

Full payment must be received in advance of the hire date (not applicable to Affiliates).

Please make cheques payable to:

Braintree & Bocking Community Association

We accept:



FOR OFFICE USE ONLY

Affiliated Hirer? ☐ Yes ☐ No **Total hire fee:** £

Total hourly rate: £ **Booking deposit:** £

Length of hire: **Damage deposit:** ☐ N/A ☐ £200 ☐ £50

Solus charge: £ **Confirmed by:**

Notes:



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COVID-19 Additional Questions & Notes

In light of the COVID-19 pandemic we have implemented various precautionary measures in line with government guidelines, to keep our users safe.

Please complete and return with your booking form.

Have you received and read a copy of our **COVID-19 Risk Assessment**?

☐ Yes

The COVID-19 Risk Assessment can be found on our website at braintreecommunitycentre.org.uk/hire or printed copies can be collected from the office.

Please describe in detail what your hire purpose is and what activities you will be doing.

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How many people do you want to allow to attend?

This will dictate which room(s) we are able to supply, allowing for social distancing measures.

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Have you considered using our car park or rear garden for your event?

Larger groups of people are allowed in outdoor spaces so this could be a good option for larger meetings, plus we can offer these bookings at a reduced cost. Please talk to us if this would be of interest to you.

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How will you control who attends – what kind of pre-booking will you use?

We cannot permit a booking with an open-door/drop-in policy, unless we are told how you will control the passage of attendees.

Please note we will require you to complete a form on the day of your booking, listing the names and telephone or email contacts of your attendees, for NHS tracking and tracing.

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How will you provide refreshments, given that the kitchen is closed to all users at present?

We would advise everyone to bring their own!

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Do you agree to take your own waste away at the end of the booking?

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Do you agree that any equipment stored on the premises will be kept in a sealed plastic box?

Please note we have had to dispose of our old exercise mats as it was too difficult to clean them between users.

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How do you require the tables and chairs to be laid out for your booking?

Please describe and/or sketch your layout below and we will do our best to accommodate you (bearing in mind social distancing measures). Alternatively, you can fill in one of our pre-drawn room plans, which can be downloaded from the website at braintreecommunitycentre.org.uk/hire or collected from the office.

Hirer's Signature:

Date:



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