



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"/> Bishop Hall	<input type="checkbox"/> Room 1
<input type="checkbox"/> Rolls Hall	<input type="checkbox"/> Room 2
<input type="checkbox"/> Room 3	<input type="checkbox"/> Annexe
<input type="checkbox"/> Room 4	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Room 5	
<input type="checkbox"/> Room 6	
<input type="checkbox"/> Room 7	
<input type="checkbox"/> Kitchen	

PURPOSE OF HIRE
.....
.....

DATE REQUIRED	TIME REQUIRED	NUMBERS EXPECTED
.....

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 >



01376 323280



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@BBCABraintree



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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