



A great place to live, work & play

Booking Forms should be returned to:
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Centre Manager
Falsgrave Community Resource Centre
Seamer Road
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YO12 4DJ

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APPLICATION FOR HIRE OF THE FALSGRAVE COMMUNITY RESOURCE CENTRE FACILITIES
PARTY HIRE BOOKING FORM

This form must be signed and returned before a booking can be confirmed.

Name of Parent / Guardian.....

TEL.....

Address.....

Post Code..... E Mail.....

Type of Party / Entertainment.....

Name of Entertainer..... Contact no.....

Will Music Be PlayedYes / No (please delete as necessary) Booking for: MAIN HALL

Date required..... *Time/s required.....
*(Inclusive of set up and clear away time)

No's Attending..... Ages of Children attending.....

Total hire cost excluding VAT.....

Style of room set up ie: Clear Hall / Tables and Chairs. 8 tables are available for use for 32 people seated and 2 tables available for the food layout. (Please describe how you require the room setting up)

TERMS AND CONDITIONS OF HIRE :

All electrical equipment brought into the building must have a valid PAT certificate. Copies of Valid P.A.T Certificates and Public Liability Insurance must be presented to the centre management for any Entertainers booked for the children's party.

From the day of the enquiry of booking a party a valid P.A.T certificate must be produced within 7 days for all electrical equipment to be used. **Failing to do so will result in the room not being reserved for your party**

All parties require the presence of a responsible adult (18+) at all times, if we find the area unsupervised we reserve the right to supply our supervisor at extra cost.

The party must be paid for within 14 days of the booking being made. Failure to do so could result in the booking being cancelled without notice.

The time of arrival, setting up, clearing away and vacating the area is to be included in the time booked by the hirer. Any additional time will be charged for at £22.50 per hour.

The area used must be cleaned by the hirer within the allocated time booked and all rubbish to be removed from the premises.

The Falsgrave Community Resource Centre has full disabled access and hearing loop system

CANCELLATION FEE: A 50% FEE WILL BE CHARGED WHERE A CANCELLATION OF BOOKING TAKES PLACE WITHIN 10 DAYS OF THE EVENT. CANCELLATIONS MADE WITHIN 48 HRS OF A BOOKING TAKING PLACE A 100% CANCELLATION RATE WILL BE CHARGED (FULL ROOM HIRE)

WHEN THE APPLICATION IS CONFIRMED I/WE AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF HIRE.

SIGNATURE OF APPLICANT.....

DATE.....