



CLEGWELL & HARTLEYBURN COMMUNITY HUB (CIO)



Mountbatten Avenue, Hebburn. Tyne and Wear. NE31 2QP.
Clegwell Tel. No. 0191 4897575 Hartleyburn Tel. No. 0191 4280555
Registered Charity Number 1171657

APPLICATION FOR HIRE OF FACILITIES

NAME.....

ADDRESS.....

CONTACT TEL (Home) (Work)

E-MAIL.....

CLUB/ORGANISATION.....

FACILITIES REQUIRED.....

DATE(S) REQUIRED: FROM - TO -

TIMES: FROM (ACCESS) TO (VACATE)

EVENT (START) EVENT (FINISH)

NUMBERS ATTENDING (A) PARTICIPANTS..... (B) SPECTATORS.....

IS THE LETTING OF A COMMERCIAL NATURE? IF SO, PLEASE OUTLINE DETAILS OF
EVENT/SESSION INCLUDING ADMISSION CHARGES-

CHECKLIST – DO YOU HAVE THE FOLLOWING? PLEASE NOTE WE WILL REQUIRE COPIES OF
THESE BEFORE ANY LETTING IS APPROVED.

- 1) ADEQUATE INDEMNITY/PUBLIC LIABILITY INSURANCE COVER
- 2) APPROPRIATE CERTIFICATION/QUALIFICATIONS FOR THE DELIVERY OF PROPOSED
ACTIVITY
- 3) A COMPLETED RISK ASSESSMENT FOR THE ACTIVITIES TO BE UNDERTAKEN
- 4) A COPY OF THE CLUBS CONSTITUTION WHERE APPLICABLE
- 5) PROOF OF CURRENT DBS DOCUMENTATION

PLEASE NOTE: This form does not guarantee in any way the booking being applied for.
An agreement for hire, price and use of facilities will be provided.

I HAVE READ AND AGREE TO BE BOUND BY THE CONDITIONS OULINED IN THE
FACILITIES ADVANCED BOOKING POLICY.

SIGNED

DATE

This form is to be returned to:
MANAGER, CLEGWELL & HARTLEYBURN COMMUNITY HUB (CIO),
MOUNTBATTEN AVENUE, HEBBURN, NE31 2QP.

For office use only

Contract Number:

Hirer: Type of event:

Notes:

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APPROVED BY.....DATE.....

PROGRAMMED BY (Computer / Diary).....DATE.....

CANCELLED BY (INC. Diary / Computer).....DATE.....

Cost Breakdown

Hire Fees:

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Staffing:

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Additional Equipment:

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Costings Notes:

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Deposit Required:

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APPLICATION FOR HIRE OF FACILITIES

Advanced Booking Policy

- 1 It must be noted that the Hiring Agreement covers the period from entry to the building until the last person leaves the premises.
- 2 The hirer will be held responsible for the maintenance of good order, behaviour of all members and participants and the rules and regulations relating to the use of the facilities must be strictly observed. Any damage caused to the premises, fittings, or accessories during the hours in which the facilities are in use by the hirer, shall be made good by the hirer to the satisfaction of Clegwell & Hartleyburn Community Hubs (CIO).
- 3 The hirer shall submit to the Manager, proofs of any posters, placards, advertisements or programmes where applicable, which it is intended to display in connection with the hiring, and shall not display them until approval is given.
- 4 The hirer shall not assign or sublet any interest under this agreement in the hire of the Hubs without previous consent, in writing, from Clegwell & Hartleyburn Community Hubs (CIO).
- 5 The hirer shall give Clegwell & Hartleyburn Community Hubs (CIO) at least 7 days' notice in the event of cancellation. Failure to do so will result in the hirer having to pay for the facility if it is not re-let. Clegwell & Hartleyburn Community Hubs (CIO). May request payment if an appropriate cost has been accrued for additional equipment.
- 6 Clegwell & Hartleyburn Community Hubs (CIO) shall exercise the right of supervision of the entire control of the premises for the protection of property, the accommodation of the public, and for the purpose of complying with any rules and conditions imposed upon Clegwell & Hartleyburn Community Hubs (CIO).
- 7 Clegwell & Hartleyburn Community Hubs (CIO) shall not be liable for the non-availability of the premises on any occasion due to damage, defect, breakdown, or other failure of any part of the structure, of any plant, apparatus, machinery equipment or other installation, or on account of any dispute affecting persons employed thereat.
- 8 Clegwell & Hartleyburn Community Hubs (CIO) reserve the right to cancel the letting of the premises should they be required for another use by Clegwell & Hartleyburn Community Hubs (CIO). In this eventuality, Clegwell & Hartleyburn Community Hubs (CIO) shall not be liable to pay compensation to any person in respect of the cancellation of the letting. The cancellation period shall be at the discretion of Clegwell & Hartleyburn Community Hubs (CIO).
- 9 The hirer will be expected to pay for the use of the facilities as previously agreed by one of the following means:
 - Upon confirmation
 - On day of play
 - Upon invoice
- 10 A Contract let or club booking will commence on the required date of the hirer and expire on the agreed date within the same financial year. Subsequent bookings shall be processed at the start of the same financial year.
- 11 It is recommended that on the day of the hirer's booking that they liaise with the Reception / nominated person on duty to discuss any problems that they may have.

Signed: _____ Date: _____