



9) Alcohol . Please complete the table below.

Alcohol is not allowed on the Centre premises or grounds without the written permission of the Trustees. Alcohol may only be sold if the Trustees' permission is given AND a Temporary Events Notice (TEN) has been obtained. Your booking will not be confirmed until a copy of the TEN has been given to the bookings Officer. (For TEN information see General Conditions sheet.)

No alcohol will be brought on to the premises	
Alcohol will be provided free of charge.	
I/we wish to sell alcohol at the event	

10) Do you intend to provide entertainment during the event? If yes please give details:

THE HIRER IS REponsible FOR ENSURING THAT NO ELECTRICAL ITEM IS BROUGHT INTO THE CENTRE UNLESS IT HAS A **CURRENT P.A.T. CERTIFICATE.**

**WARNING:** To ensure compliance with the conditions of our Premises Licence the Centre must be **vacated and locked by midnight** for any evening booking. Licensing hours stipulated on a TEN must be strictly observed **but in any event the bar must close no later than 11pm.** When entering and leaving the premises and during the period of hire the **HIRER must** control the level of noise, to minimise disturbance to neighbours.

**FIRE :** All **HIRERS** must familiarise themselves with the fire exit routes and the position of fire extinguishers. Diagrams providing this information can be found on the notice board in the Committee Room, which is adjacent to the kitchen.  
**IN THE EVENT OF A FIRE, IMMEDIATELY EVACUATE THE BUILDING AND SUMMON THE FIRE SERVICE.**

**REMEMBER!** The **HIRER** is responsible for the preparation of the rooms and the proper use of the Centre, and must leave the Centre in a reasonably tidy condition and **must return furniture to its store.** Dogs, except guide dogs, are not allowed in the Centre. Ball games are not permitted in the Main Hall. No PICTURES, POSTERS or similar items are to be mounted on the walls.  
**THE USE OF LADDERS BY HIRERS IS NOT ALLOWED. BOUNCY CASTLES ARE NOT ALLOWED IN THE MAIN HALL.** On leaving the premises please ensure that all lights are switched off, both room thermostats are set to 10° and that all the Centre's doors and windows are locked.

11) THE HIRER, and/or other person **nominated in advance by the HIRER and acceptable to the Trustees**, must be present during the hiring and must perform the provisions and stipulations in the General Conditions of Hire provided with this agreement (an understanding of which the Hirer acknowledges). **The HIRER, whether present or not, remains responsible for all aspects of the hire in accordance with the General Conditions.**

12) It is hereby agreed that the General Conditions of Hire together with any TEN and Special Conditions contained in the schedule attached shall form part of the terms of the Hiring Agreement, unless specifically excluded.

**I declare that I have read and understood the General Conditions of hire, (Provided on a separate sheet), and that the information given in this agreement is correct to the best of my knowledge. I acknowledge that any misstatement or misrepresentation will invalidate the agreement.**

**Signed by the person named at (1a) above on behalf of the organisation named at 1(b) above, where applicable.**

Hirer's Signature:- ..... Date:- .....  
 Countersigned by Bookings Officer..... Date:-.....