

Pam's Place

Thaxted Day Centre

Vicarage Mead, Thaxted, Dunmow, Essex CM6 2RL



BOOKING CONTRACT

Name:			Email:		
Group/Organisation Name (if applicable):					
Address					
Landline:			Mobile:		
The Function: (Please describe the type of event.).					
Will amplified sound or music be played? Yes / No					
If yes, you may need to obtain (at your cost) a phonographic Performance Ltd/PRS Licence as required (see conditions of hire)					
Will alcoholic drink be available? Yes / No					
Please note, if alcohol is to be sold, you MUST obtain a Temporary Events Notice from UDC, at your cost, before proceeding (see conditions of hire)					
Please use 24-hour clock and allow any setting up and clearing away time.					
Hire Date	Time from	Time to	Hall, total hours £15/hour *Subject to discussion*	Plus, Kitchen. An additional cost of £15/hour will be added.	Total
				Deposit of £50	
				Total to pay	£
Payment method					Tick
Cheque, payable to Thaxted Day Centre					
Cash					
BACS - Barclays Bank, Sort code: 20-19-97, Account no: 73657396					
THIS CONTRACT SHALL CONSITITUTE A BINDING AGREEMENT BETWEEN THE TRUSTEES AND THE HIRER.					
I have read and understood the "Conditions of Hire" and I have read the "Fire Evacuation Instructions" attached, dated 12/9/23.					
Signature of hirer:					
Signature on behalf of the trustees:					

For office use only:

Date of payment received	Cash/Cheque/BACS	Signed
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Registered Charity No: 1197612
Trustees: Dr Michael Tayler (Chair) – Michael Collins (Treasurer)

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CONDITIONS OF HIRE

Please read the conditions of hire thoroughly and keep this information for reference before and during your booking.

CHARGES are £12 per hour paid in full in advance. A refundable deposit of £50 may be chargeable to cover damage and cleaning if after the event circumstances make it necessary. A further charge is made as agreed with the Manager for full use of the kitchen.

HIRE OF MAIN KITCHEN

Please respect the kitchen which may be used by professionals for preparing and serving meals. Hires may make use of all the equipment, utensils, cutlery and crockery. Hirers must provide all their food and drink, unless with prior agreement with Pam's Place management. The kitchen must be left in a clean and tidy condition, all hirer's food removed, all rubbish removed. All utensils, cutlery and crockery used must have been cleaned in the dishwasher. Those who will be cooking must hold hygiene qualifications and discuss their intended use with the booking manager.

NON-HIRE OF MAIN KITCHEN

Unless the kitchen is specifically hired it is not to be accessed. A kitchenette including a fridge and basic equipment is available in the main room. Hirers are expected to use this facility with care, leaving it in a clean and tidy condition. Hirers should provide their own ingredients.

The trustees reserve the right to refuse any application for hire which it considers unsuitable.

In the event of a need to cancel you should inform the booking manager immediately. If this is less than 7 days before the event the trustees reserve the right to withhold any refund.

The hirer shall, during the period of hire, be responsible for supervision of the premises, the fabric and its contents and the behaviour of all persons using the premises whatever their capacity. Children should be adequately supervised at all times.

The hirer is responsible for carrying out a risk assessment of all activities being undertaken in connection with their hire and ensure that appropriate action is taken to ensure the safety of all those attending and to provide a copy of this upon request.

If you are hiring the hall in the evening, please ask your guests to leave the hall quietly.

No music please after 11 pm.

There is maximum capacity of 60 people standing and 50 attending for seated events.

Hirers will be given the combination for the key safe situated to the left of the buildings post box. Return the key to the key safe box after locking up. A charge of £10 if the key is not returned.

Please ask all participants at your function to park in the free car park on Margaret Street. The parking spaces outside the building are for disabled participants and unloading/loading only.

Smoking is prohibited in the day centre.

The safety of any electrical equipment brought into the centre is the responsibility of the hirer.

We kindly request you not to light any candles during the time of hire in our building.

No centre equipment may be removed. Furniture should be left in a tidy state. Nothing should be attached to the walls or woodwork.

The landline telephone is not for use by hirers except in emergency

The trustees accept no responsibility for food or beverages supplied or served by the Hirers.

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Heating: The heating is controlled by the room thermostat situated on the right-hand side of the tea making kitchenette area. Hirers may adjust to their required temperature but please ensure it is turned down to 10 degrees before you leave.
Hirers must leave the centre clean and tidy and remove all belongings and rubbish from the centre. Cleaning equipment is located in the cupboard, on the left as you enter the building.
Please ensure all windows are closed and equipment turned off before leaving the centre.
The premises are not licensed for the sale of alcohol. If the Hirer wishes to sell alcohol, they will be required to obtain a Temporary Events Notice from Uttlesford District Council.
Please keep all exits clear in case of fire and familiarise yourself, and all attending, with the location of fire extinguishers, blanket and exits. If the alarm is set off, please be aware that the kitchen shutter will close automatically . The fire alarm is only to warn occupants and is NOT connected to the fire station
There are two first aid kits one is located above the main kitchen hand-washing sink, and another located in the dining area. Please leave a note if you have needed to use any of its contents and complete the accident report book.
The hirer accepts responsibility for any loss or damage to the building or its contents. All breakages must be paid for.
The Hirer indemnifies the trustees against all claims, demands, actions, proceedings, damages, costs, and expenses arising out of their hiring, use or occupation of the premises. It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance held by the trustees does not extend to a Hirer's liabilities. The trustees accept no liability for accidents or injuries to persons, nor damage to and/or loss of personal property as a consequence of using the premises.
Hirers must have in mind the provisions of the Children's Act at any event involving children and they must at all times be properly supervised by an adequate number of responsible adults.
Hirers must be aware of their responsibilities under the Safeguarding legislation.
This Contract shall constitute a binding contract between the Trustees and the Hirer.

PRIVACY NOTICE

It is necessary for us to gather, collect, store and process personal information relating to Pam's Place users and hirers. We have put measures in place to protect the privacy of individuals throughout this process.

The only information we will collect is Name, Address, Postcode, Telephone & Email address.

We will only keep your information to enable us to manage your hire and for the duration of your hire, after this time your information will be securely destroyed when no longer required.

As a Community Interest Organisation, the trustees take your rights and freedoms seriously and will not share this information with anyone and only release information when required under law or with your consent.

For further information about your Data Protection rights in line with the provisions of the General Data Protection Regulations and Data Protection Act 2018 and see our Data Protection policy and complaints procedure please in the first instance contact the trustees.

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