

# Pam's Place

## Thaxted Day Centre

Vicarage Mead, Thaxted, Dunmow, Essex CM6 2RL



### BOOKING CONTRACT – MULTIPLE EVENTS – no kitchen use\*\*

**AGREEMENT between the Management of Thaxted Day Centre T/A Pam's Place and the Hirer**

**Hirer:** Name. .... Email. ....

Group/Organisation Name (if applicable) .....

Address ..... Post Code .....

Landline Telephone number ..... Mobile Telephone number .....

**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)

Hire Period Date	Time from	Time to	Hours required	Kitchen (please tick)			Cost £  Centre £10 per hr
				Not used	Tea etc only	Full use	
							£
							£
							£
							£
							£
							£
							£
Deposit fee £50 (if applicable – refundable after hire – see conditions)							£
Total due							£

Payment method (tick)	Cheque*	Cash	BACS+
*Cheques should be made payable to: Thaxted Day Centre			
+ BACS payments: Barclays Bank, Sort code: 20-74-05 Acc. number: 30872156. Acc. name Thaxted Day Centre			
Please write your name/organisation and hire date as a reference			
Please note the hire fee is due before date of hire. Non-payment will cause hire to be refused.			

This Contract shall constitute a binding contract between the Trustees and the Hirer.	
SIGNED by the Hirer	
SIGNED on behalf of the Trustees:	
<b>For office use only.</b> Payment received: Date	Cash / Cheque / BACS Initial

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Registered Charity No: 1197612

Trustees: Dr Michael Tayler (Chair) - Vanessa Pedder (Secretary) – 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.

**NOTE:** The term Trustees throughout refers in the first instant to the person responsible for dealing with bookings.

<p><b>CHARGES</b> are £10 per hour paid in full in advance. A deposit of £50 may be chargeable to cover cleaning if after the event circumstances make it necessary. ** Use of the kitchen is only for tea/coffee making. Please respect the kitchen which may be used by professionals for preparing and serving meals. If you have to use any of our crockery, please wash it up and leave on draining board for staff to sterilise next weekday.</p>
<p>The trustees reserve the right to refuse any application for hire which it considers unsuitable.</p>
<p>In the event of a need to cancel the trustees should be informed immediately. If this is less than 7 days before the event the trustees reserve the right to withhold any refund.</p>
<p>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.</p>
<p>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.</p>
<p>If you are hiring the hall in the evening, please ask your guests to leave the hall quietly.</p>
<p>No music please after 11 pm.</p>
<p>There is maximum capacity of 80 people standing and 50 attending for seated events.</p>
<p>Hirers will be given the combination for the key safe situated to the left of the buildings post box. Return the key to the box after locking up. A charge of £10 if the key is not returned.</p>
<p>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.</p>
<p>Smoking is prohibited in the day centre and the only animals permitted are guide dogs.</p>
<p>Any electrical equipment brought into the centre must have been PAT tested.</p>
<p>Nothing may be taken out of the centre. Furniture should be left in a tidy state. Nothing should be attached to the walls or woodwork.</p>
<p>The landline telephone is not for use by hirers except in emergency</p>
<p>Hirers may use the fridge for milk, if provided by hirers, during the hire period and also minimal crockery. Under NO circumstances may hirers make use of any other kitchen catering equipment.</p>
<p>The trustees accepts no responsibility for food or beverages supplied or served by the Hirers.</p>
<p>Heating: The heating is controlled by a timed system; any special requests should be made in advance of the hire to the trustees and are at their discretion</p>
<p>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.</p>

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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. In this case "sale" includes "an inclusive ticket" or direct payment.
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
A first aid kit is located above the kitchen hand-washing sink. Please leave a note in the kitchen if you have needed to use any of its contents.
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 the Trustees to gather, collect, store and process personal information relating to Pam's Place users and hirers. The trustees 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. The trustees will only keep your information to enable them to manage your hire and for the duration of your hire, after this time your information will be securely destroyed.

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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