

# Langham Community Council

Registered Charity No. 268187

**Application for hire of Langham Community Centre**      Date of application .....

**Please wait for confirmation of booking before arranging your event.**

**Date and time of event (24 hour clock):** .....

**Purpose of hire:** .....

**Name, address, email, phone and mobile number details of hirer (Over 18). Please print.**

<b>Name</b>			
<b>Address</b>	..... ..... .....		
<b>Email</b>			
<b>Phone</b>		<b>Mobile</b>	

Rooms and time required. There is a ¼ hr allowed at beginning and end of each hire period for cleaning etc.

Rooms	Time (24 hr)	
	From	To
Hall		
Club room		
All downstairs		
Committee room (upstairs)		
Whole building		
<b>Other items available</b>		
Cabled internet (£5 deposit/cable)	.....x £5.00	£.....
Green refuse sacks	.....x £1.60	£.....

### Further information:

Private/Public function  
Purpose of hire (dance) .....  
Name of organisation .....  
.....

### Will your event require:

Music? Yes/No  
Will alcohol be sold? Yes/No  
Will alcohol be provided? Yes/No

Additional features (circle if required)      Wi-Fi / Bar / Showers / Electric hook-up (for caravans etc) / PA system / Screen / Display board

**Hirers who intend to sell alcohol will need to ensure a Temporary Event Notice (TEN) is obtained. Please provide a copy of the TEN to the Commercial and Marketing Manager.**

Name of licence holder .....

Total hire charge of £.....	25% deposit of £..... required within 14 days to secure booking.
Balance £.....	To be paid 14 days before event.

**An additional deposit of £75 is also required. This will be refunded in full within 28 days from the hire date, provided that no damage or loss has occurred and that the premises are left in a clean and reasonable condition. £75 additional deposit enclosed (please tick) .....**

Should your event require it, please confirm that you have **Public Liability Insurance** and enclose a copy of it. ....

Please read and retain the enclosed conditions of hire. Please make cheques payable to **Langham Community Council**. If you wish to pay by bank transfer, please contact the Commercial and Marketing Manager for the details.

**I am over 18 and have read, understood and agree to the Conditions of Hire together with any Public Entertainment Licence Conditions (an understanding of which the hirer hereby acknowledges). I agree to be present throughout the period of hiring.**

Signature of hirer: ..... Date .....

Please return this form, payment and additional deposit to:

Sue Armstrong  
Commercial and Marketing Manager  
Langham Community Centre  
c/o Community Shop,  
School Road, Langham, Colchester, CO4 5PA

t 01206 271127  
m 07741 284132  
e [LanghamCC@gmail.com](mailto:LanghamCC@gmail.com)  
w <http://www.LanghamCommunityCentre.org.uk/>  
[facebook.com/LanghamCommunityCentre](https://www.facebook.com/LanghamCommunityCentre)

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If the hirer is in any doubt as to the meaning of any of the following, please consult the Commercial and Marketing Manager.

1. The hirer will, during the period of hire, be responsible for the supervision of the premises, the fabric and contents, their care safety from damage however slight, or change of any sort, the behaviour of all persons using the premises whatever their capacity, and proper supervision of car parking arrangements so as to avoid **obstruction of the highway**. Please note: cars are parked at owner's risk.
2. The hirer shall not use the premises for any other purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
3. The hirer shall be responsible for obtaining and displaying licenses as may be needed, whether for the sale or supply of intoxicating liquor, from the Performing Rights Society, from Phonographic Performance Ltd. or otherwise, and for observance of the same. It is the responsibility of the hirer to ensure that if a TEN is required, it will be available from Colchester Borough Council, and to provide a copy to the Commercial and Marketing Manager.
4. The hirer shall ensure that nothing is done on or in relation to the premises in the contravention of the law relating to gambling, betting and lotteries.
5. The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Authority, and the Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
6. On arrival at the premises, the hirer will check that all the emergency exit doors open easily.  
  
**If emergency doors are left open during hire of the premises, please ensure that they are pushed back securely into the retaining clips or hooks provided. Failure to do so could result in doors being damaged, for which the hirers will be held responsible.**
7. The hirer shall, if preparing serving or selling food, observe all relevant food health hygiene legislation and regulations.
8. The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order, and used in a safe manner.
9. The hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
10. Final payment will be due 14 days before the date of the event.
11. If the hirer wishes to cancel the booking more than 4 weeks before the date of the event, the deposit paid is non-refundable; between 2–4 weeks before the date of the event, 50% of the full payment will be due; and within 2 weeks of the event, full payment will be due.
12. The hirer shall ensure the minimum of noise is made on arrival and departure.
13. The hirer shall ensure that no dogs, except Guide dogs, are brought in to the Community Centre.
14. **At the end of the hiring, the hirer shall be responsible for leaving the premises, surrounds and any equipment used in a clean and tidy condition, and any contents temporarily removed from their usual positions properly replaced, otherwise the committee shall be at liberty to make an additional charge. The hirer will either purchase green rubbish sacks to be left on the premises, or supply their own black rubbish bags and remove these from the premises at the end of the hire period.**
15. The committee reserves the right to cancel this hiring in the event the Community Centre being required for use as a Polling Station, for a Parliamentary or Local Government election or by-election, or Emergency shelter, in which case the hirer shall be entitled to a refund of any monies paid. Further consideration will be given to acts of God.
16. In the event of the Community Centre or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
17. The hirer shall ensure that any activities for children under 8 years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to the children.

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18. Attendance shall not exceed the following capacities:

	Auditorium seating	Seated around tables	Standing
Main Hall	180	150	250
Club room	70	50	100
Committee room	40	25	50

19. Nothing shall be attached to the plaster walls in any of the rooms. Special rails have been fixed to the wall which can be used for this purpose.
20. Sports and games. The premises may be hired for sport and games by responsible organisations or individuals who arrange their own insurance. A responsible person shall be in attendance at all times. The premises shall be checked for potential hazards that could lead to accidents. All equipment shall be stored away safely when not in use.  
**Please note: a first aid kit is not provided. All hirers are advised to supply their own.**
21. The notice boards are for the announcement of local events and their use for other purposes is at the discretion of the Community Council. Notices shall not be posted elsewhere in the vicinity of the Community Centre.
22. It is illegal to smoke in the Community Centre. Please encourage smokers to use the external, wall-mounted boxes for their cigarettes stubs.
23. The hirer will be responsible for the safety of their personal possessions for which the Community Council can take not responsibility.
24. **No bubble machines, fog machines, indoor fireworks, or similar are to be used within the Community Centre.**
25. **All helium filled balloons that are used within the Community Centre must be removed at the end of the hiring period as they set off the alarm.**
26. Use of the internet service is at your own risk. The internet service is provided on an "AS IS" and "AS AVAILABLE" basis without any representation or endorsement made and without warranty of any kind whether express or implied, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, non-infringement, compatibility, security and accuracy. The hirer will be responsible for acceptable use of the internet (Wi-Fi or cabled) at the Langham Community Centre.
27. If you are the last person to leave the centre at night, please ensure that the barrier to the car park is closed and padlocked.