

**NETTLEBED SCHOOL & COMMUNITY CENTRE (N.S.C.C.)**

*'Meeting the needs of our Community'*

**BOOKING FORM FOR HIRE OF PREMISES**

Name of Applicant:.....

Address:.....

.....Post Code.....

Telephone

Number:.....Email:.....

Name of Group for whom

Application is made:.....

Purpose for which letting  
is requested.....

Please tick which facilities are required - COMMUNITY HALL      SCHOOL HALL      COMBINED HALLS  
KITCHEN      TOILETS      ALL WEATHER PITCH

Dates

required.....

Time required (including time to set up and clear up)

From:.....To:.....

I undertake to pay the appropriate charges (see details of charges in the Users' Guide) and enclose a cheque (made payable to N.S.C.C.) / cash for £.....

I also enclose a REFUNDABLE DEPOSIT (for cleaning if necessary): £10 (for the Community or School Hall)  
OR £20 (for the Combined Halls)

- I undertake to appoint a Steward to see that the Fire Exits are kept clear of obstructions at all times
- I acknowledge that NO SMOKING IS PERMITTED on the premises.
- I agree to remove all rubbish caused by my hiring.

I undertake to see that order is maintained on the premises, to make good and pay for any damage to the premises or furniture, fixtures and fittings in consequence of the hiring and to leave the premises in at least as clean and tidy condition as at the commencement of the hiring.

I also undertake to indemnify and keep indemnified Nettlebed School & Community Centre (NSCC) and the Joint Use Committee (JUC) against all claims arising out of this Letting whether made by third parties or otherwise.

Signature of Applicant (*I am over 18 years of age*).....

Date.....

Please return to:

Mrs Barbara Lewis, Bookings Secretary, 1 Pearces Meadow, Nettlebed, Henley-on-Thames RG9 5AF  
Telephone: 01491 641648

## NETTLEBED SCHOOL & COMMUNITY CENTRE

### CONDITIONS OF HIRE

1. All applications for use of Premises shall be made in writing to the Bookings Secretary not less than ten days prior to the date required, stating intended use, date and hours of hiring.
2. The maximum number of persons permitted under the Fire Regulations is as follows: Community Hall 130; School Hall 240; Combined Halls 370; All Weather Pitch 30.
3. The Walled Garden may be hired by arrangement.
4. No alcohol is to be sold unless the Hirer provides evidence that an appropriate Licence has been obtained by the hirer. The NSCC holds a Premises Entertainment Licence (*displayed on the notice board in the Community Lobby*) but this does not include the sale of alcohol.
5. The Hirer shall ensure that all necessary licensing and other legal formalities concerned with any activity undertaken in the course of the Letting, e.g. Concert, play, film, dance, music, video etc., are complied with and that copyrights are not infringed.
6. Hirers must respect the residential nature of the area and must not disturb neighbours, particularly if leaving the premises late at night.
7. Noise levels must avoid being anti-social or illegal, with no music after 11.30pm -except by prior agreement with the JUC.
8. The time of hiring must be strictly adhered to and access to the premises for setting-up for preparatory work in connection with the Hiring must be covered by an extension of the hiring period. Hirers should only use the areas they have booked.
9. The premises must be left as found, locked and vacated by 11.30pm except by prior agreement with the JUC as above.\_
10. The setting up of the facilities hired and the restoration as found, together with the removal of all rubbish after the event, are the responsibility of the Hirer.
11. The Joint Use Committee reserves the right to refuse to accept any booking if considered inappropriate.
12. Any damage is to be reported to the Joint Use Committee (Bookings Secretary) and rectified at the Hirer's expense.
13. CAR PARKING: Persons bringing or parking cars in the car parks do so at their own risk. Neither the School nor the Joint Use Committee accepts any responsibility for loss or damage caused to or by vehicles or persons using the car parks.
14. The Hirer shall appoint a Steward to see that the Fire Exits are kept clear of obstructions at all times.
15. The person(s) signing the Hire Application form is responsible for compliance with these Conditions. The Hirer must ensure that no unauthorised persons are permitted to enter the premises. Such responsibility cannot be passed on to another person and sub-letting is forbidden.
16. Hirers are responsible for providing their own First Aid Kit.
17. All fees shall be fully paid 10 days prior to the date of hire. Cheques should be made payable please to NSCC.
18. Please refer to the NSCC Users' Guide for further details. This can be found on the notice board in the Community Lobby and also on the Nettlebed Community website: [www.nettlebed.org/nscc](http://www.nettlebed.org/nscc)
19. By signing this form the hirer is accepting the conditions of the Risk Assessment - *details of which are displayed on the notice board in the Community Lobby.*

We hope you enjoy using our new premises and welcome any comments (via the Bookings Secretary please) at [nscc@nettlebed.net](mailto:nscc@nettlebed.net)