

ROOM HIRE - BOOKING FORM

The Longley / The Whittick Room at The Orchard, Gleneagles Court
Seminar / Committee Room at The Annexe, 103 High Street
Send completed form to Facilities Manager, CCVS, The Orchard,
1-2 Gleneagles Court, Brighton Road, Crawley, RH10 6AD
or email copy to premises@crawleycvvs.org



Organisation

Hirer's Name & Tel No.

Hirer's Address (For Invoice Purposes)

Date(s) & Time Req'd

Event Name & Purpose

Room Required **Longley Room** **Whittick Room**
(The Orchard) (up to 50 theatre style or 20 boardroom style) (up to 10 persons)

Other facilities Chargeable (Please tick) **Internet** **Projector**
Computer **Overhead Projector**
Video Recorder

(The Tree Annexe) Seminar Room Committee Room

Public Liability Insurance (delete as necessary) **Max Number of Persons**

I have read and agree to abide by Conditions of Hire shown overleaf

Signed
(On behalf of the Organisation named above)

Date

NB: This application remains unconfirmed until this form is completed and signed by or on behalf of the hirer and returned to CCVS. An acknowledgement / confirmation will be sent to the hirer by post, email or telephone.
See overleaf for terms and conditions of hire.

CRAWLEY COMMUNITY & VOLUNTARY SERVICE

Reg. Charity No 1094699
Company No 4488714

CONDITIONS OF HIRE

The Tree Annexe, 103 High St., Crawley RH10 1DD
The Longley and Whittick Rooms at The Orchard, Gleneagles Court, Brighton Road, Crawley RH10 6AD

Applications for hire must be made on a booking form. The person by whom the form is signed must be over 18 years of age and shall be deemed to be the Hirer. CCVS reserves the right to refuse any application. The booking will be deemed provisional until confirmed by CCVS. **All applications are accepted on a first come first served basis.**

Hire charge - payment is due at the time of application unless otherwise agreed by CCVS. Fees available upon request. Cheques should be made payable to CCVS.

Cancellation - In the event of cancellation or where changes to a confirmed booking arise then an administration charge of £5 may be made. If less than seven (7 days) notice of cancellation is given the Hirer may be liable for 100% of the hire charges.

Use of Premises - must be confined to the uses set out in the booking form.

Public Liability Insurance - CCVS require evidence of Public Liability Insurance in the name of the hirer. Attach a current copy of your Public Liability Insurance Certificate to the booking form - or send it under separate cover prior to your booking. If you do not have P.L. Insurance, an additional fee at 10% of the hiring charge will be applied.

Keys – For THE TREE ANNEXE the Hirer must collect building keys from the CCVS office at The Orchard, Gleneagles Court between 9.30am and 4.00pm Monday to Friday only. For access to THE ORCHARD building keys must be collected from CCVS where the hire period is after 5pm Mon-Fri or any other time including bank holidays. Once issued keys become the responsibility of the Hirer and after use must be returned to CCVS Reception at The Orchard or placed in the main entrance letterbox if the building is closed. Late return of keys may be charged and the current fee for replacement is £25.

Security - the Hirer is responsible for ensuring that all windows are properly closed and locked and blinds are drawn and the premises secured on departure. Please check taps are turned off in toilets & kitchen.

Kitchen - a hot water heater is provided, small amounts of cutlery and crockery are available - the kitchen should not be used for the preparation of food. Hirers should provide their own refreshments.

Breakages - must be reported to Facilities Manager CCVS within 24 hours, phone 01293 657003. Hirers undertake to indemnify CCVS for any damage - however caused - arising during or in respect of the period of Hire.

Cleanliness and Tidiness - Hirers are advised that furniture in rooms should be left in the same format as upon arrival. Rooms and any kitchen equipment or appliances are to be left in safe, clean and tidy conditions. Any misuse or costs incurred by CCVS in rectifying damage or lack of cleaning/tidying will be charged to the Hirer

Gambling is not permitted

Performing rights - Hirers must comply with current regulations on use of copyright music or materials.

The sale of alcohol is not permitted, nor is smoking permitted.

Car Parking – At The Orchard for organiser / lecturer only, subject to availability. Parking at The Annexe is controlled by a third party on behalf of CCVS. If using this car park a permit must be displayed,

permits available free from CCVS Premises Manager. Evenings and weekends unlimited parking available at either venue subject to availability and above conditions.