

WESTWOODSIDE PLAYING FIELDS

FACILITIES BOOKING FORM

TO MAKE A BOOKING FOR THE USE OF ANY OF THE AVAILABLE FACILITIES AT WESTWOODSIDE PLAYING FIELD, PLEASE COMPLETE AND RETURN THIS FORM TO THE ADDRESS BELOW IN ADVANCE OF THE REQUIRED DATE.

THE ATTACHED "CONDITIONS OF HIRE" SHOULD ALSO BE READ AND RETAINED.

NAME OF PERSON AND/OR ORGANISATION:

ADDRESS :

POSTCODE

CONTACT TEL NUMBER 07411702376

E-MAIL ADDRESS:

DETAILS OF BOOKING REQUIRED				
	HIRE CHARGE	DAY & DATE REQUIRED (Add 'BB' if for a block booking)	TIME FROM*	TIME TO*
MAIN FUNCTION ROOM	£10.50 per hr			
COMMITTEE ROOM	£10.50 per hr			
SPORTS COURT (MUGA)	£15.50 per hr			
	£20 per hr with floodlights			
FOOTBALL PITCH (SENIOR)	£200 per season			
	£30 per match			
FOOTBALL PITCH (JUNIOR)	£150 per season			
	£25 per match			

*TIMES REQUIRED – If using the Foreman Carter Centre, please allow time in your booking for setting up and clearing away at the end.

TYPE OF EVENT (eg meeting, party)

<p><u>For functions taking place inside the Foreman Carter Centre ONLY:</u></p> <p>PLEASE CIRCLE ANY OF THE FOLLOWING THAT APPLY:</p> <table><tr><td>Food or entertainment will not be required</td><td></td></tr><tr><td>I will be providing my own food</td><td>I will use outside caterers</td></tr><tr><td>I will be providing my own drink</td><td>I will be hiring a bar</td></tr><tr><td>I will be providing my own music</td><td>I will be hiring outside entertainment</td></tr></table> <p><u>NUMBER OF PEOPLE ATTENDING</u></p>	Food or entertainment will not be required		I will be providing my own food	I will use outside caterers	I will be providing my own drink	I will be hiring a bar	I will be providing my own music	I will be hiring outside entertainment
Food or entertainment will not be required								
I will be providing my own food	I will use outside caterers							
I will be providing my own drink	I will be hiring a bar							
I will be providing my own music	I will be hiring outside entertainment							

AMOUNT PAYABLE

INVOICE REQUIRED

YES/NO

(CHEQUES SHOULD BE MADE PAYABLE TO 'WESTWOODSIDE PLAYING FIELD ASSOCIATION')

Online payments to The Co-operative Bank PLC

Account No: 65319383

Sort Code: 08-92-99

CONFIRM I HAVE READ AND AGREE TO ABIDE BY THE ATTACHED 'CONDITIONS OF HIRE'

SIGNED.....

PLEASE RETURN TO: MS D HOTSON, THE FOREMAN CARTER CENTRE, WESTWOODSIDE PLAYING FIELD, OFF AKEFERRY ROAD, WESTWOODSIDE, NORTH LINCOLNSHIRE, DN9 2DU

TEL 0784 220 1877

e-mail: haxeypc@live.co.uk

WESTWOODSIDE PLAYING FIELD ASSOCIATION

CONDITIONS OF HIRE

YOUR ATTENTION IS DRAWN TO THE FOLLOWING TERMS OF CONTRACT HIRE:

GENERAL

- Unless otherwise arranged, the caretaker or member of the committee will be present to open up the facility at the beginning of hire and lock up at the end. **The facility must not be left unlocked or unattended at any time**
- The hirer, or some other responsible person aged 18 or over shall be in charge and present at the premises at all times during its hire. The person shall not be engaged in any other duties which will prevent them from general supervision.
- In the case of functions open to the public, supervision will be maintained at all times at the entrance to the facility to prevent entry by non-ticketholders
- The hirer is responsible for ensuring that no disturbance of the peace, or damage occurs within the grounds or its surroundings during its hire. **If any problems arise the police must be contacted on 101 or 999 in an emergency**
- The hirer **must at no time sub-let the premises.**
- **The Committee reserves the right to inspect the premises at any time throughout the duration of the booking and, if necessary, halt the event.**
- The hirer must observe the finishing time agreed at the time of booking. **Time must be allowed when booking for clearing up at the end.**
- The hire of the room(s) in the Foreman Carter Centre includes the use of the kitchen and its contents.
- Numbers admitted to functions must not exceed **150 persons**
- **The hirer is to ensure that the hall is left in a clean, tidy and safe condition on completion of hire and will be liable for the costs of any extra cleaning, damages, breakages or deficiencies which occur during the period of hire.**
- **Bookings for the Sports Court, (MUGA) – Floodlighting must not be used after 10pm**
- Hire rates are reviewed annually
- **The Bookings Secretary must be notified of cancellations at least 24hrs in advance or payment may be required**

CATERING AND ENTERTAINMENT

- The hirer must ensure that anyone providing, or hired to provide, entertainment or catering for an event must **be fully insured (hold Public Liability Insurance) and hold relevant licences or hygiene certificates**
- It is the hirer's responsibility to ensure that a **licence for a bar is obtained and displayed near the bar.**
- **No alcohol must be supplied or consumed by persons under the age of 18 yrs**

FIRE AND SAFETY

- There is a fire extinguisher and a fire blanket in the kitchen. **The hirer should acquaint themselves with the position of these and of the fire exits**
- **THERE IS A NO SMOKING POLICY THROUGHOUT THE HALL AND THIS MUST BE ADHERED TO AT ALL TIMES**
- No animals are allowed in the Hall with the exception of guide dogs
- Use of the facilities and all equipment is entirely at the user's own risk. The PFA will not be responsible for any personal injury or loss unless it is as a result of the defective condition of the facility or its equipment.
- The PFA will not make good or accept responsibility for the loss, theft or damage of any goods or property of the Hirer left in the building.

FAILURE TO OBSERVE THESE CONDITIONS MAY RESULT IN REFUSAL OF FUTURE HIRE APPLICATIONS

Modified Aug 2014