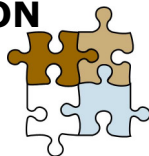


BRAMPTON COMMUNITY ASSOCIATION

The Irthing Centre, Union Lane,
Brampton, Cumbria CA8 1BX
Tel: 016977 45023



APPLICATION FOR USE OF FUNCTION
ROOMS AND CONFERENCE FACILITIES

PRIVATE OR PUBLIC EVENT / MEETING	<input type="checkbox"/> Private	<input type="checkbox"/> Public
	<input type="checkbox"/> Event	<input type="checkbox"/> Meeting
	<input type="checkbox"/> Other . . .	
DATE(S) REQUIRED		
TIME PREMISES ARE REQUIRED	<input type="text"/> From	<input type="text"/> To
NUMBER OF ATTENDEES (If known)		
ROOM TO BE HIRED (please tick)	<input type="checkbox"/> Hall	<input type="checkbox"/> Stage
	<input type="checkbox"/> Refreshment Area	<input type="checkbox"/> Office's
	<input type="checkbox"/> Kingwater Room	<input type="checkbox"/> Cambeck Room
	<input type="checkbox"/> The Hut - Woodwork Room	<input type="checkbox"/> The Hut - Art Room
	<input type="checkbox"/> Annexe	<input type="checkbox"/> Other . . .
PURPOSE FOR USE OF THE PREMISES?		
	DOES IT INVOLVE ANY OF THE FOLLOWING:	
<input type="checkbox"/> Stage Plays	<input type="checkbox"/> Public Entertainment	
<input type="checkbox"/> Singing	<input type="checkbox"/> Dancing	
<input type="checkbox"/> Other...		
DO YOU HAVE YOUR OWN LICENCE FOR:		
	<input type="checkbox"/> PPL	<input type="checkbox"/> Theatre
<input type="checkbox"/> Electrical Equipment	<input type="checkbox"/>	
FURNITURE/EQUIPMENT REQUIRED	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PLEASE CONFIRM WHAT YOU WOULD LIKE TO HIRE:	<input type="checkbox"/> OHP & Screen	<input type="checkbox"/> TV & Video
	<input type="checkbox"/> Flip Charts	<input type="checkbox"/> Portable CD Player
	<input type="checkbox"/> PA System	<input type="checkbox"/> Notice Boards
	<input type="checkbox"/> Other...	
	PLEASE PROVIDE DETAILS OF THE LAYOUT YOU REQUIRE FOR THE ROOM	
WILL REFRESHMENTS BE REQUIRED Please chose from the following options	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Option 1: Soup & Sandwiches, Tea & Biscuits, Fruit Platter/ Tray Bakes £4.25	
	Option 2: Jacket Potatoes with a choice of fillings, Salad, Fruit Platter/Tray Bakes, Tea & Coffee £4.50	
	Option 3: Selection of sandwiches, Quiche, Salad Selection, Fruit/Tray Bakes, Tea & Coffee £4.75	
	Option 4: Hot special, Fruit/Tray Bakes, Tea & Coffee £5.00	
	<input type="checkbox"/> Tea & Coffee £0.65	<input type="checkbox"/> Tea, Coffee & Biscuits £0.70
	<input type="checkbox"/> Other...	
	NUMBER OF PEOPLE REQUIRING REFRESHMENTS	
TIME REFRESHMENTS TO BE SERVED		
EVENT TITLE OR HEADLINE		
IS THERE A CHARGE/COLLECTION?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
TICKET PRICE? WHERE ARE THEY AVAILABLE FROM?		
WOULD YOU LIKE THE EVENT TO BE INCLUDED IN OUR NEWSLETTER?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

TERMS AND CONDITIONS OF ROOM HIRE

I the undersigned agree to abide by the terms and conditions listed below.

1. After use the room should be left in a clean and tidy condition with litter being collected and put in the litter bin provided (this includes any litter left in communal areas by group members. *Failure to do this may mean a charge of £10 being made to the hirer to cover the cost of cleaning the mess.*
2. All damage / breakages must be reported to Centre staff as soon as the incident happens. I note that Brampton Community Association reserves the right to charge the users of the premises for damage to or their contents or where the Association has to recompense a third party. *All breakages will be charged to the group involved.*
3. The following items may not be brought into the Centre – Smoke Machines, Knives or other weapons, alcohol, illegal drugs or other substances
4. Before any group starts the group leader must inform its members of the Centres Fire Safety Policy.
5. Should any member of the group have any comment or complaint about the Centre it should be put in writing and sent to the Centre Manager at the above address? Ask for a complaints form from reception.
6. The hirer should make all people attending groups in the Centre, aware of the terms and conditions above. Failure to do so would mean that the named hirer would be solely responsible for any extra charges.
7. Where applicant requires a licence at least 4 weeks notice is to be given
8. Intoxicating liquor is not to be consumed on the premises, unless prior permission has been given.

BOOKING TAKEN BY							
DATE OF BOOKING							
INDIVIDUAL BOOKING THE FACILITY NAME OF ORGANISATION ORGANISATION ADDRESS							
TELEPHONE EMAIL							
ARE YOU A MEMBER OF BRAMPTON COMMUNITY CENTRE?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
COST OF PREMISES Equipment / Refreshments / Other							
TOTAL COST = DEPOSIT PAID?							
PAYMENT METHOD	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Cash</td> <td><input type="checkbox"/> Cheque</td> </tr> <tr> <td><input type="checkbox"/> Credit / Debit Card</td> <td><input type="checkbox"/> Invoice</td> </tr> <tr> <td><input type="checkbox"/> Deposit</td> <td><input type="checkbox"/> Other ...</td> </tr> </table>	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Credit / Debit Card	<input type="checkbox"/> Invoice	<input type="checkbox"/> Deposit	<input type="checkbox"/> Other ...
<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque						
<input type="checkbox"/> Credit / Debit Card	<input type="checkbox"/> Invoice						
<input type="checkbox"/> Deposit	<input type="checkbox"/> Other ...						
INVOICE NO							
	I have read and understood the terms and conditions of hire and the fire procedure given to me at the time of booking						
SIGNED DATE							