



Crossens Community Association

Crossens Community Park, Rufford Road, Southport, PR9 8HT

website: www.crossens.org.uk | email: mail@crossens.org.uk

Booking Agreement

Name of Organisation:.....

Name of contact person:.....

Address:.....

.....

Telephone number:.....Mobile:.....

Hourly rate for booking: £ p/h Total amount due: £

Date(s) of activity:.....Times of activity

How Often:.....

Date booking made.....

2. Purpose for which premises are required:

Brief details of your planned use of the facility:

1. If letting is of a commercial nature, please supply details:.....

2. Will the general public be admitted? Yes* No (Tick as appropriate)

3. Details of any admission charges you may ask:.....

4. Is copyright music to be performed? Yes* No (Tick as appropriate)

5. Approximate number of people expected to attend?.....

6. Is an alcohol licence required Yes* No (Tick as appropriate)

7. Do you intend to user bring into the premises any additional electrical equipment:

(See section 4 below) Yes* No (Tick as appropriate)

(If you answer yes to any question, please provide details on a separate sheet*



Chairperson
Elaine Price

Vice-Chairperson
Alice Thompson

Treasurer
John Dodd

Hon Secretary
Steve Jowett

Fund Raising co-ordinator
Margaret Brown



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3. Membership of Agreement and indemnity – to be completed for all applications as the Booking Condition.

In consideration of the Committee granting me/us the use of the aforementioned premises. I/we agree to pay the

It is further acknowledged and agreed that the Committee give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Committee, their staff, volunteers or agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on said premises during their use by me/us provided that the same is not due out of any negligence, omission or default of the Committee, their staff, volunteers or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for HIRERS to erect any temporary wiring for specific function or purpose shall only be carried out on approval by the Committee. Further I/we undertake to inspect the facilities to ensure that they are clear and free of hazardous material, debris, spillages etc, prior to use.

It is further acknowledged that agreed that I/we will indemnify the Committee their staff, volunteers or agents against all actions, costs, claims and demands arising out of all actions, costs, claims and demands arising out of any breach of copyright, as defined in the Copyright Act, 1956, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

Where appropriate, the HIRER should produce evidence that this indemnity is protected by adequate insurance cover and any suitable CRB clearance certificates, Child or Vulnerable Persons Protection Policy or Procedure.

Booking forms must be completed by the hirer before final confirmation of room hire will be given. Bookings will remain provisional until the booking form is received by Elaine Price. Where possible the booking form should be received by Elaine Price no later than seven days before the booking is to start.

Cancellations by the hirer within 24 hours of the hire commencing may be charged at the full hourly rate for the duration of the cancelled booking. Cancellations by the hirer more than 24 hours of the hire commencing will receive a full refund of any money paid.

Should it be deemed necessary to do so for good and sufficient reason. The Committee reserves the right to cancel any booking and will attempt to give adequate notice of its intention to do so.

Signature: _____

Designation: _____

Date: _____



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4. Maximum Hourly Premises Charges 2006-2007

Rates shown include all reasonable heating costs, use of the kitchen, (were appropriate) and car parking facilities.

For block or long-term, bookings concessionary rates may be available, subject to the discretion of the Committee.

Room £10 an hour or £15 for two hours

Note: These charges will be reviewed annually or where deemed necessary by the Committee

For Association use

Booking received by.....Date received.....

Booking confirmed

Booking request unavailable

Deposit paid £

Full amount paid £

Free letting

Concessionary rate applied? Yes No

Invoice to be sent

Signed.....