**Workington Town Council Community Centre Booking Form**

**Please read the terms and conditions carefully before you complete the hire agreement.**

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| **Hirer Details** |
| **Full Name:** |
| **Company/organisation name:** |  |
| **Address:** |
|  | **Postcode:** |
| **Contact No:** |  |
| **Email:** |
| **Charity number (if applicable):** |
| **Please describe the purpose of hire:** |
| **Will you be partaking in any licensable activities? You can read what these are here:****-**[**https://www.gov.uk/guidance/alcohol-licensing#licensable-activities**](https://www.gov.uk/guidance/alcohol-licensing#licensable-activities)Our community centre does not have a license for alcohol or gambling |
| **Please advise how your booking will benefit the wider community:** |
| **Where will your event/activity be advertised?** |
| **Please advise the number of people expected to attend your booking:** |
| **Is there a charge to attend your event/booking?** |
| **Will you be bringing your own equipment onto the premises?****If so, please list what below and confirm they have a current PAT certificate.** This relates to any equipment brought on to the premises, please see Terms and Conditions. |
| **Date(s)**Bookings will only be accepted if less than 3 months in advance | **Times**Please allow for set-up & dismantle time withinyour start and finish times |
| **Start** | **Finish** |
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| **Are there any disabled members at your function?** | **Yes** | **No** |
| **Are there any young and/or vulnerable people?** | **Yes** | **No** |

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| \*\*If you will be using the kitchen facilities at the Community Centre to prepare and/or cook food you must get prior permission from the council. Please refer to our “Terms and Conditions of Hire” document for details. |
| **Will you be cooking and/or providing catering to the group?** | **Yes** | **No** |
| **If yes will you be providing catering yourself? Do you have your level 2 food hygiene certificate?** |
| **If using 3rd party caterer, please provide details:** |

**It is the responsibility of the hirer to ensure that safeguarding is considered during bookings that involve children and / or vulnerable adults.**

**\*\*\*It is the responsibility of the hirer to arrange all adequate qualified First Aid cover for their group and to ensure that the first aid kits are provided and ready for use where necessary.**

**I/We the prospective Hirer/Hirers (delete as appropriate) have read and agreed to the Terms and Conditions of Hire**

**Customer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**