



Luxford Centre Hire Agreement Form

Registered Charity No 233601 email luxfordcentre.bookings@outlook.com www.luxfordcentre.co.uk

To be completed in duplicate:

Bookings telephone 07754937456

One copy to be kept by the hirer and the other to be placed in the diary keeper's folder

Organisation.....Name of Hirer.....

Hirer's Address.....

Telephone Number.....email address.....

Do you have Public Liability Insurance? Yes/No, if 'Yes' Name of Company.....

Policy Number.....

Are children or vulnerable adults involved with this hiring? Yes/No If Yes, then a protection policy must be in force and a written copy attached. (Excludes private functions)

Required Hire Dates.....Session Times.....

Please indicate which rooms(s) you require

Main Hall (max.100 persons). Tyler Room (max.20 persons). Upstairs. (Max 10 persons)

Please give details of purpose of Hire.....

Do you usually hire a room 10 or more times a year?Yes/No

Are you a Commercial Organisation?.....Yes/No

Do you intend to serve alcoholic drinks?.....Yes/No

Are you applying for an occasional licence?.....Yes/No

Do you intend to play recorded music?.....Yes/No

If 'Yes', you will be responsible for any royalties payable to the Performing Rights Society,

22-23 Berners Street, London W1T 3AB Tel 01294475237 Website www.prs.co.uk

Any electrical apparatus brought to the premises must have a current PAT test.

I am aware that there is **NO TV Licence**, at the Luxford Centre, I will not use a device for live TV or to record live TV. Yes/No

Please indicate if you wish to use:

1. The Microphone and PA System including the loop system (loop only free) Yes/No
2. The cooker/oven for light refreshment only (dishwasher is not available) Yes/No

All details above are correct and I have read the terms and conditions of hire, with which I will comply and which I will enforce. In particular I will draw users' attention to the Fire Safety arrangements and exits at each meeting. I agree to pay to make good any damage caused as a result of the hire.

Signature of Hirer.....Date.....

Date of entry in diary.....Signature of Diary Keeper.....

The key may be collected from the Centre on weekdays between 10 am and 12 noon.