

HIGH FOREST COMMUNITY CENTRE

REG. CHARITY No. 1108172

BOOKING FORM

Name of person booking _____

Name of organisation

(if appropriate) _____

Date (s) booking required _____

Start and approx. finish time _____

Is this a regular booking

(each week/month) please state _____

Purpose of booking _____

Name of person booking in block capitals

Address

Tel no.

Email address

By signing the form the Hirer agrees to the terms and conditions in the booking agreement & has read & understood the Booking Conditions Document

Signature _____

Date _____

HIGH FOREST COMMUNITY ASSOCIATION

Reg Charity no. 1108172

BOOKING CONDITIONS

The person signing the booking form is responsible for any damages or loss to the centre during the booking.

Any accidents causing injury must be entered into the accident book and a committee member informed

It is the responsibility of the hirer that any electrical equipment used and provided by the hirer is safe and that any electrical chords or extensions are not a trip hazard.

The hirer will take note of fire exits and conditions

The events taking place must be those declared in the booking form

The hirer must leave the hall in a tidy and clean condition

The hirer shall ensure that if any activities include children, young and/or vulnerable adults then these shall be provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. User groups running activities for vulnerable persons must provide a copy of their own Safeguarding Policy.