

# Private Function BOOKING FORM & Hiring Agreement



If you would like to make a booking with us, please complete this form.

Provisional dates will only be held for 3 days before requiring the deposit to secure your booking. If no deposit is received after this, the booking will be removed. All forms will be checked by the manager to ensure the date / times required are available, your booking will then be confirmed within 3 days.

All bookings are subject to our terms and conditions which we recommend you read carefully. These can be found on our website or in the Beeches Lobby.

[www.thebeechesisleham.co.uk](http://www.thebeechesisleham.co.uk) - 01638 780097 – [louise@thebeechesisleham.co.uk](mailto:louise@thebeechesisleham.co.uk)

Would you be interested in receiving our e- newsletter to keep up to date with events at The Beeches?

Yes

No

Name / Organisation:

Contact Number:

Email address:

Address:

Date(s) Required:

Nature Of Event:

Times Required: (Please note times must include set up and clear up)

Time of Actual Function:

Number Of Guests:

Room Required:

Main Hall

Large Meeting room

Small Meeting Room

Hire Rates :Are you

Local

Charity

Business

Please state Charity Number:

Kitchen Hire: (£10 an hour) Duration Needed:

Catering Description:

Caterers Name & Hygiene Rating:

The Hirer shall, if preparing and serving food, observe all relevant food, health and hygiene legislation. If the hirer arranges for subcontractors to supply the food they must ensure that they also comply. A form will be handed to the persons using the kitchen to sign.

**Description of Tables Available:**

5ft Round White topped tables x 10 (Seats up to 10 but 8 more comfortable for Dining)

5ft Round Wooden Topped x 10 (Require a suitable table cloth)

6ft Long Trestle Tables

Hall Capacity is 150 Dinner and Dancing and 240 Theatre Style

**Entertainment Description / Name & Contact Details:**

Last orders are called at the bar at 11:30pm for the bar to close at Midnight

Music must be finished by Midnight

Taxi's to be booked for Midnight for guests Hirer to have cleaned up and vacated at 12.30am

The hirer can pay for clear up the following day subject to bookings between the hours of 10am and 12 noon at an hourly hall rate

Any Electrical equipment brought on to the premises must have a current PAT testing certificate by the owner.

The hall has Public Liability Insurance to cover all normal risks but Disco's / Bouncy Castles or any unusual activities must carry their own up to date Public Liability Insurance

NO EQUIPMENT will be permitted without these documents being provided.

The Beeches has the right to charge a Levy for any damages caused by not having such documents

The use of Isleham Recreational Field is NOT included in the hiring of The Beeches.

Where any Bouncy Castles or such other equipment is wished to be allocated on the field in association with an event being held at The Beeches,

The Hirer must contact the Clerk of Isleham Parish Council and Centre Manager at [islehampc@btinternet.com](mailto:islehampc@btinternet.com) [louise@thebeechesisleham.co.uk](mailto:louise@thebeechesisleham.co.uk) to provide the necessary information and obtain permission,

Please state if this is the case

Yes

No

**DEPOSIT:**

The Beeches reserve the right to request a deposit at the time of receiving your Booking Form

This is currently £50 for Large Events and £30 for smaller events. Wedding bookings require a 50% deposit and is payable immediately on receipt of this Booking Form

A Security Deposit will also be required of £50.00 for large events

which is refundable provided there is no damage to the premises, furnishings and fittings from the event

This also covers for any extra cleaning / packing away any furniture not done by the hirer as per the agreement

**FINAL PAYMENT:**

The Hirer must pay the remaining amount for their booking including the Security Deposit, no later than 2 Weeks before the event.

**PAYMENTS:**

Please make Cheques payable to I.C.E Ltd

Send To : The Beeches, 32 Mill Street, Isleham, Cambs, CB7 5RY

BACS Details: LLOYDS Sort Code 30-64-79 Account no 32219568

**OFFICE USE ONLY**

Recorded in Diary – Yes / No

Recorded on Computer Calendar – Yes / No

Hiring Fee Total:

Deposit Invoice No -

Deposit Received on -

Final Payment Invoice No -

Final Payment Received on -

Booking Completed By:

## Room Standard Conditions of Hire of the Community Centre

1. THE HIRER shall pay a deposit at the time of confirming their event with this Booking Form. Bookings will not be held until a deposit has been received.
2. THE HIRER shall pay the balance of fees due, 2 weeks prior to the event, as directed by the I.C.E. If the Hirer wishes to cancel the booking, giving 3 weeks or less notice 100% of the deposit will be retained. If the hirer is to give 1 month or more notice, 50% of the deposit will be retained
3. THE HIRER agrees that the general rules governing the use of the Community Centre have been read and are complied with. If these are met and all areas are left in a suitable condition, the Insurance surcharge will be refunded. This will be left to the ICE's discretion. This can be found on the website or in the lobby.
4. THE HIRER shall, on securing the booking, inform the I.C.E. of his/her requirements as to the provision of refreshment's or, of café/bar facilities and shall be responsible for any extra charges thereby incurred. Refreshments can only be provided by the Hirer if agreed with the Manager and may be subject to Cork-age fee's
5. THE HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
6. THE HIRER shall be responsible for obtaining any licenses necessary in connection with the booking, other than those already held by the I.C.E.
7. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against his/her organisation whilst using the Community Centre. (The I.C.E is insured against claims arising out of its own negligence.) All relevant insurance documents and PAT testing certificates must be provided for any equipment brought in by the hirer.
8. THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with rule 4, the Local Authority or otherwise. Smoking is only permissible at the designated areas where suitable containers have been placed for the disposal of cigarette ends.  
**Smokers should not stand under the front canopy**
9. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users, or insurance policies relating thereto.
10. THE HIRER shall indemnify the I.C.E for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of the booking.
11. THE HIRER shall, if selling goods on the Centre premises, comply with fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the HIRER shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based on Manufacturers' Recommended Retail Prices.
12. The hirer is responsible of the disposal of their rubbish to the designated area and are responsible for sweeping the hall and returning equipment to it's rightful place. Food must be disposed of before vacating the room if returning to clean up the next day.
13. Set up and clear up is the Hirers responsibility unless a caretaker fee is charged accordingly.
14. Details of our privacy policy can be found at <http://www.thebeechesisleham.co.uk/privacy.html>

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Signed by the person  
on behalf of the I.C.E.

.....  
Signed by the person named in  
Paragraph 5 of the hiring agreement

