

BERINSFIELD COMMUNITY ASSOCIATION (BCA)

Community Centre, Green Furlong,
Berinsfield, Wallingford
Oxon, OX10 7NR
Tel Nos 01865 340201
Reg Charity 267914

APPLICATION for the BOOKING/HIRE of BCA FUNCTION ROOM

Thank-you for your request to hold an event in the above and we hope that you have an enjoyable occasion.

Please complete all sections below – any individual information shown below is kept secure for room booking purposes only and not disclosed to any 3rd party without individual's permission

I, Mr/Mrs/Miss (PLEASE PRINT) - WISH TO BOOK THE FUNCTION ROOM @ THE BERINSFIELD COMMUNITY ASSOCIATION. (Note: Hirer must be over 18 years old).

If an active, valid member of the BCA please state membership number

Address: Phone No

..... Mobile No

..... Post Code

Email

Date Room Requested Time (from/to)

Event Description

Estimated Number attending (Max 150) Age Range

Please read all the Fee information below and Terms & Conditions over the page and only sign at the bottom of this page, confirming hire once all items are understood and accepted.

Hall fees (hire & deposits) - including Bar as/where applicable

Time of Hire*	Room fee (Member)	Room fee (Non-member)
14.00-18.00	£75.00	£95.00
19.00-24.00	£160.00	£180.00
14.00-24.00	£195.00	£215.00

*We can be very flexible with room booking times. Please contact Jo Baker for your specific needs.

Deposits	All Deposits to be paid in cash (at time of booking)
Booking	£40 (non-refundable – balance 2 weeks prior to the event booking)
Cleaning	£50 (refundable within 48hrs - further charges may be made if room left in an unfit state)
Damages	£100 (refundable within 48hrs after event & inspection of hall, toilets and external areas)

Please note – to undertake any event preparations, access to the room may be available both prior and after the above times, subject to availability and only with prior arrangement/agreement with the BCA Bar Manager.

Thank you for your booking. If you have any queries with regard to any of the above, or Terms & Conditions, please contact Jo Baker (Bar Manager) – 07709 093669.

Signed (Hirer) Date

Terms & Conditions

1. The BCA reserves the right to cancel any hiring not less than 28 days before commencement and will provide a full refund of any payments made.

Alcohol & Beverages not provided by the BCA

1. The hirer must NOT at any time bring any drinks on to any of the BCA premises for consumption without receiving prior permission from Bar Manager
2. Subject to what may be requested there will be an appropriate corkage charge to cover any BCA costs and/or loss of profits from the hirer bringing any drinks to consume on the premises at this event.
3. If it is found that unauthorised drinks have been consumed on the premises, appropriate charges will be raised.
4. It is the hirer's responsibility to ensure that all their guests adhere to the above

Identification

1. The BCA abides by the UK Licensing Laws and alcohol can only be sold or consumed by persons 18yrs or older.
2. It is the hirers responsibility to ensure that all their guests adhere to the above.
3. If the BCA staff observe anyone not adhering to the above, they will bring to the attention of the hirer and if appropriate action not taken reserve the right to close the bar and terminate the event with no refund to hirer.

Smoking

1. The BCA operates a no smoking policy. The hirer must ensure that no-one is permitted to smoke within the confines of the building.
2. The designated smoking areas are clearly marked outside the building and it is requested that all cigarette butts etc are disposed of in the ashtray/bins provided.
3. It is the hirer's responsibility to ensure that all their guests adhere to the above.

Drugs

1. The BCA has a zero policy on drug taking. If anyone is observed either taking drugs or under the influence of drugs then the BCA will bring to the attention of the hirer.
2. If appropriate, and immediate action is not taken by the hirer, the BCA reserves the right to close the Bar and terminate the event and if appropriate call the Police.
3. It is the hirer's responsibility to ensure that all their guests adhere to the above.

Violence and/or aggressive behaviour.

1. If there is any incident involving aggressive behaviour towards any member of BCA staff and/or violence at any time involving anyone attending the event the BCA reserves the right to close the bar and, if necessary, call the Police.
2. It is the hirer's responsibility to ensure that all their guests adhere to the above.

Damages or Loss

1. The BCA will not be held responsible for any damages or loss to an individual during the hire period.
2. Any decorations must be stuck with blue tack and removed at the end of the hire period.
3. No confetti of any kind is allowed anywhere on the BCA premises and this includes confetti balloons.
4. Any balloons used at the event must be cleared sensitively and not left on the premises (full or popped)
5. The costs of any damages to the fabric of the building, breakages or loss of any equipment arising from the hire will be recovered through the deposit and/or other means if the damages should exceed the deposit.

Outside organisations

1. If you decide to utilise your own professional entertainer/disco etc please ensure that the BCA is supplied with a copy of their Public Liability Insurance at least two weeks prior to the event.
2. If you arrange for external caterers to provide refreshments at the event, please ensure that the BCA is supplied with a copy of their Public Liability Insurance at least two weeks prior to the event.
3. The BCA has limited catering facilities and therefore request that you agree any requirements with the Bar Manager prior to the event. Note: the BCA Kitchen is n/a to prepare foods etc as our insurance only covers the BCA use.
4. The hirer is responsible for ensuring that any surplus foods are not left overnight on the premises.

General

1. The hirer is responsible for maintaining good order at all times.
2. It is the hirer's responsibility to ensure that suitable arrangements are made for any vulnerable attendees of the event – the BCA can accept no responsibility.
3. Children are only allowed outside the Function Room if supervised by a responsible adult.
4. Unless previously agreed with the Bar Manager the room must be vacated and cleared away 30 mins after the Bar has closed. The BCA take no responsibility for anything left in the room overnight.
5. The Emergency Exit doors must be closed and kept clear throughout the event – only exceptions being with prior agreement of the Bar Manager during any periods of hot weather.
6. Please respect all residents local to the premises and if outside at the designated smoking areas and/or leaving the premises late at night always keep any excessive noise to a minimum.

Signed (Hirer)

Date