



THE Bragbury Centre

Kenilworth Close, Bragbury End, Stevenage, Herts. SG2 8TB
 Tel: 01438 814605 E-mail: admin@thebragburycentre.co.uk

BOOKING FORM (EVENINGS)

Registered Charity 1159364

Name of Hirer:	Function Date:
Address:	
Telephone No: (or daytime contact)	
Type of Function:	Numbers attending:
Starting Time:	Finishing Time:
I have / have not requested Bar Services * please delete as appropriate	

I agree to meet the proposed charge, to take care of the premises and its contents, to leave them in a clean and tidy condition, and to defray the expenses in making good any damage as laid down in the Conditions of Hire

I have read and understood the Associations Terms and Conditions and Fir Precautions.

SIGNED.....DATE.....

Deposit to be paid to secure your date, hire charge is due 1 month before the function.

Cheques made payable to The Bragbury Centre (cheques must be cleared by booking date)

Bank Transfer : HSBC please include your name as a reference
 Sort Code 40-43-36
 Account No: 62228696

Telephone: 01438 814605
 email: admin@thebragburycentre.co.uk

Contact for Bar: email the bar@virgin media.com 01438 221538 mobile 07967 017445

The Association advise that you have a guest list and 1st aid box available during your hire period

FOR OFFICE USE ONLY

Deposit Received:	Date-	£	Special Instructions/comments
Full Payment	Date-	£	
Deposit Returned:	Date-	£	



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CONDITIONS OF HIRE/ TERMS AND CONDITIONS

- 1. The hiring fee must be paid in full ONE MONTH before the date of the function. If the fee has not been received by that date the Association will assume that you no longer require the premises for hire. Payment for regular booking can be made by arrangement.**
- 2. A payment of £150 (£250 21 and under) to cover reservation and deposit charge, must accompany the booking form. A fee will be deducted from the deposit for cancellation or non payment of the hire charge. The full hire charge is payable for any booking that is cancelled at less than 10 working days notice. The full hire charge is due one month before the booking date. If all the conditions of hire are met in full, the total deposit will be refunded (by cheque to the address on the booking form) within 14 days after the date of the function.**
- 3. Private functions will normally require a hall sitter who will be provided at the discretion of the management. The Association reserve the right to refuse any booking.**
- 4. The Hirer must keep to the number of persons they have booked for or below.
90 - for a party or disco (when tables and chairs are set out)
80 - at tables**
- 5. When using the bar facilities recommended by the Association, it is up to the hirer to ensure that no alcohol is consumed on the premises other than that purchase from the bar. No alcohol shall be served to or consumed by persons under the age of 18.**
- 6. Access to the building cannot be gained until the booking period stated on the booking form.**
- 7. The function must cease by 10.00pm from Monday to Thursday and by 11.30pm on Friday, Saturday and Sunday. The hirer will then ensure that the hall and/or meeting room/or kitchen are satisfactorily cleared, cleaned and vacated by 10.30pm and 12.00 midnight respectively. If the building is not vacated by the appropriate time, the whole of the deposit may be forfeited.**

As a guide the following points should be noted with regard to clearing up;

- a) All tables and work surfaces used should be wiped down.
- b) Tables and chairs should be stacked away and left as found.
- c) Any spillage's must be moped up.
- d) All rubbish must be in dustbin bags, tied and put in the bins, in the garden, (outside fire exit doors)
- e) The Hirer is responsible for checking and clearing up the perimeter of the building and garden (if used)
- f) All equipment and personal items must be removed at the end of the function.
- g) All bottles/cans etc must be taken away at the end of the function

IF THE CONDITIONS OF PARAGRAPH 7 ARE NOT SATISFACTORILY MET, PART OR ALL OF THE DEPOSIT CHARGE WILL NOT BE REFUNDED IN ORDER TO DEFRAY THE COST OF EXTRA CLEANING.

8. At the end of the function all equipment loaned by the Association must be returned in good order. Any breakage's or damage to property must be reported, and the hirer will be responsible for the cost of repair or replacement. (The Hall sitter can advise if in doubt)

9. The Association is not responsible for any property the hirer may leave at the building before, during or after the function. The management will not be liable for any personal injury or theft.

10. Hirers wishing to fix notices in rooms are informed that sticky tape (i.e. Sellotape) is not allowed. It is suggested that blu-tac be used.

11. The public car park in front of Kenilworth shops shall be used and not the private parking areas reserved for residents. Under no circumstances should vehicles be driven beyond the public car park.

12. It is the responsibility of the hirer to ensure that the function is carried out in an orderly manner without causing nuisance to local residents. The hirer is requested to ensure that guests leave as quietly as possible in order to avoid nuisance to local residents.

MAIN HALL 17.00 per hour plus caretaking fee

6.00pm to 12 midnight 170.00

12.00 noon to 12.00 midnight 200.00

plus 150.00 returnable deposit

250.00 deposit for 21st and under

MEETING ROOM 8.00 per hour (minimum of 2 hours hire)

CHILDRENS PARTIES

Three hour session 50.00

plus 30.00 returnable deposit

The above prices include the use of the kitchen, meeting room, garden area caretaker or hallsitter.

If all the conditions of hire are met in full the total deposit will be refunded (by cheque to the address on the booking form) within 14 days after the function.

Other information

Contact for Bar: email the bar@virgin media.com
01438 221538
mobile 07967 017445

Hall size: 23ft x 37ft with a ceiling restriction of 10ft
Meeting room 14ft x 14ft

Evening functions The garden area can only be used until 9.30pm
BBQ's can not be used in this area

Price negotiable for groups and regular bookings

Bank details: HSBC
Sort code 40-43-36
A/c number 62228696

Charity number 1159364

FIRE PRECAUTIONS

THE BRAGBURY CENTRE

1. If a fire is discovered, the person in charge of the hall or function will instruct all people to calmly leave the building through the designated Fire Exits.
2. On leaving the building assemble together on the grassed area at the side of the shops opposite the Community Building.
3. You should tell the operator that there is a fire at **THE ABOVE ADDRESS**
4. It is important you do not delay leaving the building to collect any belongings, clothes or valuables. **DO NOT RETURN TO THE BUILDING UNTIL YOU ARE TOLD.**
4. It is important for your safety and the safety of others in the building that the passages, corridors and external doorways are kept clear of any type of storage, and that all Fire Exit doors are maintained self closing and are **NOT WEDGED OPEN** at any time of day OR night.
Fabric wall hangings/banners must have the manufacturers fire retardant guarantee, Bar-B-Q's and lighted candles (on tables) are not allowed on the premises
6. **LAST THING AT NIGHT** ensure that electrical appliances are **TURNED OFF** and **PLUGS REMOVED**, also ensure that **UNNECESSARY SOURCES OF HEAT ARE TURNED OFF.**

SECURE ALL WINDOWS AND DOORS.

CLOSE ALL INTERNAL DOORS.

ALL HIRERS ARE REQUIRED TO KEEP A LIST OF PEOPLE ATTENDING

