



THE Bragbury Centre

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

Registered charity no: 1159364

BOOKING FORM FOR CHILDRENS PARTIES (4 hour session)

Name of Hirer:.....Function date:.....

Address:.....

Email:.....Telephone no:.....

Number attending:.....Starting Time:.....Finishing Time:.....

Bouncy Castles – due to the low ceiling bouncy castles must not be higher than 10ft, you will be charged for any damage caused to the ceiling tiles. Hall size 23ft x 37ft.

I agree to meet the terms and conditions set out overleaf , to take good care of the premises and it's contents, to leave them in a clean and tidy condition. Failure to comply to the terms and conditions will result in some or all of the deposit being withheld.

Signed:.....

Date:.....

This form should be completed and returned with the full amount (deposit and Hire) address above.

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

**BACS Payment Bank: HSBC
Sort Code: 40-43-36
Account no: 62228696**

Please include your name and party date as reference on all BACS payments

The Association advise that you have a guest list and First Aid Box available during your hire period.

For office use

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| Date dep/hire received: Amount: |
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| Date dep/hire returned: Amount: |
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1. **If a provisional booking is made, the booking form, deposit and hire charge must be received within one week of the provisional booking.**
2. **Payment for regular bookings can be made by arrangement.**
3. **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. If the booking is cancelled the full deposit will be forfeited.**
4. **The Association reserve the right to refuse any booking.**
5. **The Association recommend a limit of 70 (including parents)**
6. **Hirer must keep to the number of persons they have booked for or below.**
7. **Access to the building can not be gained before the time on the booking form. If the caretaker is called out before the time stated on the booking form, a charge of £10.00 will be deducted from your deposit.**
8. **As a guide the following points should be noted with regard to clearing up:**
 - a) **All tables and work surfaces should be wiped down.**
 - b) **Tables and chairs should be stacked away and left as found.**
 - c) **Spillage's must be mopped up, rubbish must be put into bags tied and placed into the wheelie bins in the garden.**
 - d) **If you use the garden during your function you are responsible for the checking and clearing up of the area.**
 - e) **All equipment and personal items must be removed at the end of the function.**

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

9. **If you wish to fix notices please use Blu Tac not Sellotape.**
10. **At the end of the function all equipment loaned by the Association must be returned in good order. Any breakages or damage to property must be reported, and the hirer will be responsible for the cost of repair or replacement.**
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. **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.**
13. **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 the guests leave as quietly as possible in order to avoid nuisance to local residents.**



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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. Please dial 999, 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.**
5. 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.
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 GROUPS ARE REQUIRED TO KEEP A LIST OF PEOPLE ATTENDING

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