



ST. JOHN'S ARTS AND RECREATION CENTRE

St. John's Walk, Market Street, Old Harlow, CM17 0AJ.

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GROUP HIRE FORM (SINGLE EVENT)

VALID UNTIL 31ST DECEMBER 2012

All charges apply to the period of hire, which is measured in 1/2-hour increments to the nearest 1/2-hour above. This hire period must include the time for setting up and clearing away. Additional time caused by overrun, or deemed by the Management to be necessary for cleaning, will be added to the period of hire. The minimum period of hire is 1 hour for sessions starting before 6.30pm and 3 hours for sessions starting after that time. Hire of the Hall, Vestry Room or the Whole Building includes use of the Refectory.

A session will be charged in FULL if the booking is cancelled less than two weeks before the date of the session.

A separate deposit of £50 is payable at the time of booking any Group Hire. This will be refunded one week after the hire date if the Management has not received any complaints from neighbours and there has been no damage to property and no additional overrun or cleaning time incurred.

Hire Charges (per hour)	Vestry Room or Refectory	Hall (inc. Refectory)	Whole Building
Affiliated Groups {4i(c) or 5i(c)}	£17.00	£27.00	£33.00
Non-affiliated Groups	£22.00	£37.00	£44.00
Commercial Groups	£25.00	£55.00	£65.00

Additional Charges	Vestry Room	Refectory alone	Hall	Whole Building
Wireless Mic (flat rate, per event)	not applicable	not applicable	£ free	£ free
Use of Piano (flat rate, per event)	not applicable	not applicable	£10.00	£10.00
Piano Tuning (flat rate, per event)	not applicable	not applicable	£70.00	£70.00
Caretaker (per hour of Caretaker)	£12.00	£12.00	£12.00	£12.00

This hire agreement is a contract between (*Name of Group*): (the Hirer)

of (*Address of Hirer*):

(*Telephone number of Hirer*) - *Daytime*: *Evening*:

of the one part and St. John's Arts and Recreation Association (the Management) of the other part to hire rooms in St. John's Arts and Recreation Centre (the Building) on the dates and times specified below:

Vestry Room: Refectory alone: Hall: Whole Building:

EXTRAS: Piano: Piano Tuner: Caretaker: Wireless Microphone:

I shall be applying for a licence to SELL alcohol at this event:

Day and Date of Hire: Times of Hire:

Name of Responsible Person nominated by the Hirer:

Telephone number of Responsible Person – *Daytime*: *Evening*:

I have read and agree to abide by the Conditions of Hire (supplied separately). I have also nominated the above mentioned Responsible Person to act on my behalf during the period of hire and who will be responsible for ensuring the observance of these Conditions of Hire and the good conduct of the Hirer. I will indemnify the Management, owners and tenants of the Building from any legal claims which arise out of my use of the Building during the hire period.

I DO/DO NOT (*delete as applicable*) have Public Liability Insurance* to cover the activities for which I am hiring the Building and CAN/CANNOT (*delete as applicable*) supply a copy of the Insurance Certificate, if required.

Booking made by (*Print Name*): (*Signature*):

on (*Date*): on behalf of the Hirer. *Mandatory if the participation of people at special risk is involved.

I enclose: £50 Deposit: Optional Pre-payment: £ Total Hire Cost (*excl. deposit*): £

for office use only:

Booking confirmed and Receipt for Deposit (*and optional pre-payment*) issued on (*Date*):

Signed on behalf of the Management by (*Print Name*): (*Signature*):

Please note that the booking is not binding until this form has been signed, returned, the full payment received and the booking confirmed by the Management. A £50 deposit **must** be enclosed with this booking form. The Total Amount Due **must** be received at least one week **before** the date of hire. **Cheques should be made payable to "St. John's ARC".**

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