

# SKELLINGTHORPE YOUTH CENTRE – HIRE FORM

Name.....

Address.....

Postcode..... Contact tel:.....

email.....

Purpose of hire.....

IT IS IMPORTANT THAT YOU UNDERSTAND THE CONDITIONS OF HIRE AND THE CHARGES AHEAD OF YOUR EVENT. ANY PERIOD OF HIRE MUST INCLUDE PREPARATION AND CLEANING/CLEARING AWAY.

## PAYMENT:

BY BACS TO CAF BANK – SORT CODE 405240 - A/C 00017442.  
BY CHEQUE PAYABLE TO SKELLINGTHORPE YOUTH CENTRE OR  
CASH – CHEQUES OR CASH TO BE SENT TO:  
LEN SEVIOUR, 52 JERUSALEM ROAD, SKELLINGTHORPE, LN6 4RH

DEPOSITS CAN BE SENT WITH FORM – **FULL PAYMENT MUST BE RECEIVED 4 WEEKS PRIOR TO THE HIRE DATE.**

ANY FURTHER INFORMATION – RING LEN ON 01522 692597  
(ANSWERPHONE) OR 07868 460725.

# SKELLINGTHORPE YOUTH CENTRE

## TERMS AND CONDITIONS OF HIRE

The hirer must be **over 25** and must be in attendance at all times and be responsible for the safety of activities and the general good conduct of persons using the Skellingthorpe Youth Centre during the period of occupation. If there are Bouncy castles, Discos or other entertainment during the event, the Hirer should ensure they have sufficient Public Liability Insurance.

The maximum number using the hall should be 120. No playing of music after 2330 will be permitted. The Youth Centre must be vacated by midnight.

THE PREMISES ARE NOT LICENSED FOR THE SALE OF ALCOHOL. THE MANAGEMENT COMMITTEE RESERVE THE RIGHT TO STOP ANY FUNCTION IF THEY THINK ANYONE UNDER THE AGE OF 18 HAS BEEN CONSUMING ALCOHOL. THEY ALSO RESERVE THE RIGHT TO CALL THE POLICE WHENEVER THEY SUSPECT UNDERAGE DRINKING IS OR HAS TAKEN PLACE.

The Management Committee will not accept bookings for functions to celebrate 16<sup>th</sup>, 17<sup>th</sup> or 18<sup>th</sup> birthdays.

**EMERGENCY EXITS MUST BE CLEAR AT ALL TIMES.** The designated assembly point in the event of an emergency is on the grassed area opposite the main entrance. In the event of an emergency, the hirer should contact 999 and ask for the appropriate Emergency Service to attend.

The Hirer is responsible for First Aid provision to those attending an event and should make appropriate arrangements – A general first aid box is located in the kitchen area of the Youth Centre. Accidents should be recorded in the accident book.

Please Note:

Tea towels are **not** provided.

Any rubbish should be placed in the outside bin.

If the event is cancelled within 14 days of the hire date, a £25 cancellation fee is payable.

I AM THE HIRER and AGREE TO BE THE PERSON IN CHARGE and I am fully aware of my responsibilities.

NAME.....

SIGNATURE.....

DATE.....