



# **BROCKS HILL ENVIRONMENT CENTRE** **HIRING APPLICATION AND AGREEMENT** **CHILD'S OR ADULT'S PARTY**



I/We wish to hire the MEETING ROOM at Brocks Hill Environment Centre in accordance with the attached terms and conditions.

Name			
Address <small>(unless you state otherwise, this address will be used for invoicing)</small>			
Telephone number		Date of hire	
<p>Unless prior arrangement has been made, bookings must fall within the following hours: Saturdays, Sundays, Bank Holidays - 10.00 am &amp; 3.30 pm Weekdays - 9.00 am &amp; 4.30 pm. The time booked <b>must</b> include time for setting up and clearing away.</p>			
Start time		Finish time	
Name and age of child		Name of person responsible on day	
Number of people attending	ADULTS	CHILDREN	
Please choose a room layout from the attached information sheet or draw your own plan of tables and chairs overleaf.			
Do you require any equipment listed on attached information sheet?			
<p><b><u>SPECIAL CONDITIONS FOR PARTIES</u></b></p> <ul style="list-style-type: none"> <li>▪ If a professional entertainer is engaged, we need to have copies of their public liability insurance and a risk assessment at least 7 days before the party date. Any entertainer can only work in the hired room and must not work outside.</li> <li>▪ Unfortunately we do not allow bouncy castles or similar play equipment.</li> <li>▪ Please ensure any balloons used are air filled and not helium filled due to difficulties with the alarm in the building if they escape and also due to the damage helium balloons can cause to wildlife. (See attached booklet or <a href="http://www.mcsuk.org">www.mcsuk.org</a> for further details)</li> <li>▪ Music at the party is fine as long as it is not loud enough to disturb other Visitors to the Centre.</li> <li>▪ All catering must be provided by the café at Brocks Hill which is operated by Thyme and Day Ltd. When we receive this form we will inform them of your booking and they will contact you directly to discuss your requirements. (If required their telephone number is 0759 572 7990).</li> </ul>			

**Room Hire Charge** ..... *(as per attached information sheet)*  
*The room is let in accordance with the scale of charges drawn up by the Council. Charges are usually reviewed annually and any alterations come into effect from 1<sup>st</sup> April each year. The charge made for your booking will be that which is prevailing **at the time of the function** and you should be aware that this may alter from the time of your booking. Please do not send any money now, an invoice will be sent to you.*

- I have read all terms and conditions of hiring and agree to abide by them

SIGNED:..... DATE:.....

**OFFICE USE ONLY**

	Date	Initials		Date	Cost
Entered into diary			Acknowledged		£
Café informed			Sundry Debtor Raised		£

