

NEW MILTON AND DISTRICT COMMUNITY ASSOCIATION ROOM HIRE BOOKING FORM

Type of hire: Private / Educational / Recreational / Corporate /Other *(delete as req)*

Approx.Number of people please []

For what purpose do you require the room _____

Name of organisation _____ Tel. No. Inc. STD code _____

ADDRESS _____	Address to which invoice should be sent if different: _____
_____	_____
_____	_____
POST CODE _____	POST CODE _____
Tel. No. Inc. STD _____	Tel No. Inc STD _____
Email: _____	Email _____
Name of Contact _____	Name of Contact _____

BEFORE BOOKING – SEE OUR TERMS AND CONDITIONS ON PAGE 2

Day & date _____ Morning/Afternoon/Evening/Late (delete as Req.)
Mornings = 9.45 am - 1.00 pm. Afternoons = 1.30 pm - 4.30 pm Evenings = 6.30 pm - 10.30 pm Late = after 10.30pm
Saturday = 9.45am – 12:00 CLOSED TILL 6:30PM SUNDAY CLOSED {see Security Charge} {see Late Charge}

If further booking dates are required, please give details separately

Room furniture (tables and chairs) set-up required? Yes / No Conference style / U shape / Theatre
 Number of Tables required : [small or long] Approx. number of Chairs required []

Equipment required:-

AV Projector and screen Audio centre Microphone(s) Flip Chart + easel
 Flip chart pads and pens are not provided

Kitchen Use Yes / No YES Will you be bringing in your own refreshments; food and drink? Yes / No
Crockery can be supplied (added cost) Tea towels are not provided – other requirements please discuss
Please note: Alcohol CANNOT BE sold on the premises but you are permitted to bring in your own supply.

INFORMATION ABOUT ROOMS TO HIRE

GROUND FLOOR ROOMS

Common Room - approx seating capacity	110	Lounge – APPRX seating capacity	50
Kitchen (adjacent to Common Room)		Kitchen/Servery (adjacent to lounge)	
Common Room ANNEX -seating capacity	25	Lounge ANNEX- approx seating capacity	15
Room 1 – approx seating capacity	20-25	Lounge A/B each has seating capacity	20-25

FIRST FLOOR ROOMS

Jubilee Room - approx capacity for dancing	80	Ambrose Room – approx seating capacity	50-60
“ “ “ “ “ seating	80	ROOM 2 “	10
Servery (adjacent to Jubilee Room)		ROOM 3	20

BOOKING CONFIRMATION WILL STATE THE ROOM AND COST

- Security Charge Saturday afternoon £17.50ph Sunday £22.5ph
- Late charge – additional charge is £10ph to 0:00 am

TERMS AND CONDITIONS

1. **HIRERS MUST BE OVER 18.**
2. **Payment REQUESTED WHEN CONFIRMATION ISSUED BEFORE USE.** Hirers will be invoiced SHOWING PAID OR DUE.
3. **Cancellation of hire (booking)** – at least 7 days notice by either party. No refund if notice period breached.
4. **Meeting rooms and services** will be priced on application.
5. **Specific room allocations** will be based on the number of people attending, required facilities and availability. NMDCA has the absolute right to allocate/re-allocate as required.
6. **Use of the kitchen** will incur an additional charge.
7. **The arrival time** should not normally be before 9.45 am. (special arrangements can be made by prior agreement)
8. **If extra chairs and tables are required**, the Hirer must fetch and return additional ones from other rooms. In some cases rooms can, however, be set up in advance by our Caretaker if sufficient notice is given. This service may be subject to an additional charge, depending on whether the period required for setting up is outside the Caretaker's normal hours of work.
9. **Use of Equipment** – Microphones are available for use in the Common Room and Jubilee Room but these and all other fixed electrical appliances and equipment MAY NOT BE USED without prior permission AND can be charged. All equipment should be switched off if the room is unattended. **PLEASE CHECK YOUR EQUIPMENT IS COMPATIBLE WITH OUR FACILITIES.** All equipment must be PAT tested if over one year old. See our website for usage instructions and how to access technical support.
10. **Room Hirers may canvas** and/or offer for sale tickets or goods on the NMDCA's premises only after seeking permission from the Executive Committee or Letting Officer of their intentions.
11. **Raffle tickets** may only be sold ON THE DAY OF THE EVENT if prizes include alcohol (which must be in sealed containers).
12. **Code of Conduct** – visitors to the Centre are expected to behave in such a manner as to not create a nuisance or threat to other NMDCA users, including the Management team and Reception staff. Non-compliance will result in immediate expulsion from the premises.
13. **Attendees under the age of 16** must be accompanied at all times **and all attendees under the age of 18** are the responsibility of the Hirer. Vulnerable persons must be supervised by an appropriate adult on our premises. NMDCA will inform the Hirer as part of the hire contract our requirements for DBS documentation based on event information.
14. **Attendees shall not** have access to NMDCA electrical control cupboard equipment.
15. **FIRE/SAFETY**
 - 15.1 **Combustible liquids** shall not be brought into the building.
 - 15.2 **Smoking is not allowed** inside the building.
 - 15.3 **No fire exit** shall be obstructed at any time, nor walkways, corridors and stairs leading to any fire exit. All fire exits should have a clearance of at least 2 metres on both sides.
 - 15.4 **Fire doors** shall remain closed at all times (unless being used for evacuation purposes).
 - 15.5 **The Hirer shall** ensure that trip hazards are not created and items are stacked safely. All floor cables should be laid to avoid trip hazards.
 - 15.6 Fire Procedures & a Fire Evacuation Plan are provided see <http://www.newmiltoncommunity.org.uk/room-hire.html>. Please advise you attendees of the procedures.
 - 15.7 You need to maintain an attendance record in case an evacuation is required.
 - 15.8 The Accident Book & H&S information located in Reception. The First Aid Boxes ground (by Lift), 1st Floor vestibule wall.
16. **DISABLED ACCESS** – Motorised wheelchairs and scooters are admitted at the sole discretion of the Management.
17. **If there is an accident** or a medical emergency, this should be reported to the Receptionist who will contact the emergency services.
18. **NMDCA** will not be responsible for damage, loss or personal injury. The Hirer is responsible for the cost repairs needed.
19. **HIRERS shall provide all relevant certificates where applicable e.g. teaching and insurance.**
20. **If any damage** should occur during an event, the Hirer shall report it to Reception immediately. All damage is chargeable.
21. **On completion of the hire period** all waste materials will be removed by the Hirer and the room left in a clean state.
22. **If music is being used the volume must take account of other user activities and our neighbours.**

General Information

Reception staff will be available from 9.30 am. One parking space is provided for the Hirer - loading and unloading is permitted. There is a public car park opposite the Centre available for non-members.

This form should be sent to the Lettings Officer by post to – NMDCA, Osborne Road, New Milton. BH25 6EA or emailed lettingsnmdca@yahoo.com. The Lettings Officer may be contacted via e-mail or by contacting our reception on 01425 610495 during normal office hours.

Upon receiving the application, the form will be processed and a price (taking into account information supplied) will be given to the Hirer with confirmation of the booking. Payments to be made in advance unless payment on invoice has been agreed. Payment can be made by Cash, cheques to NMDCA or Bank transfers. Account details are available on request.

I understand and agree to the terms and conditions AND the following

IF YOUR BOOKING IS WITHIN THE NEXT 30 DAYS PAYMENT IS REQUIRED IN ADVANCE – DATES FURTHER AHEAD WILL BE INVOICED AND PAYMENT IS EXPECTED 21 DAYS BEFORE DATE OF HIRE.

NAME:

Please print name and sign but IF EMAILED BACK RECEIPT IS ACCEPTANCE of the T&Cs

FOR OFFICE USE ONLY

Date form received Payment REQUIRED £

Payment received by Date payment received

Room(s) booked