

The Garron Centre ~ Booking Form

Regular Hirers / Groups



Conditions of hire

1. This booking form, when signed by both parties, constitutes a contract between the Llangarron Community Association and the hirer for the temporary hire of the Garron Centre.
2. The terms and conditions of hire of the Garron Centre are set out in a separate document. The hirer acknowledges that they have received, understood and agreed to these conditions.
3. All bookings are provisional until a completed and signed booking form, together with a signed copy of the Garron Centre Terms & Conditions of Hire, have been lodged with the Bookings Secretary, together with payment in full, including any deposits required.

Booking details

Name of Hirer:			
Organisation:			
Contact Details:			
Address:			
Telephone:			
E-Mail:			
Brief description of purpose for hiring:			
Date(s) & Times Required:	Schedule of Dates & Times for the year, if known:		
	OR see separate email(s) for confirmation of dates and times	TICK HERE	

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Will you require use of audio-visual equipment?	YES / NO	Will you require use of kitchen?	YES / NO
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Will this be a public or a private event?	PUBLIC / PRIVATE	Is a Performing Society Right Licence required [see Note 4]?	YES / NO
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Is food to be provided at this event?	YES / NO	IF YES: is it to be:	Self-catering?	or	Outside Caterers?
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Fees	
Basic hire fee per Session / Day / Week ~ PLEASE SPECIFY:	£
Number of Sessions / Days / Weeks	
Sub-Total Hire Fee	
Additional Charges [e.g. use of AV Equipment] per Session / Day / Week ~ PLEASE SPECIFY	£
Number of Sessions / Days / Weeks	
Sub-Total Additional Charges	£
Total Hire Fees	£

Invoicing Schedule [Monthly, Termly etc.] - Please Specify

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Notes

1. All preparation and cleaning time must be included within the booking period. Before you leave, please check all worktops & sinks are clean and all perishable food is removed from the premises, including from fridges/freezers.
2. An event which makes use of copyright music in any form, e.g. record, compact disc, MP3, tapes, radio, television, p.c. or by performers in person requires a Performing Society Right Licence.
3. Every effort will be made to honour bookings made. However, if circumstances outside the control of the Llangarron Community Association prevent the Garron Centre being available at the booked time the Liability of the Llangarron Community Association will be limited to the hire fee, which will be refunded. These unforeseen circumstances could include unplanned church events such as funerals.

Please print, sign & date and return this form to the Bookings Secretary.

Invoices will be issued by the Treasurer according to the pre-agreed timings.

Cheques should be made payable to *Llangarron Community Association*
OR, for payment by Bacs:

Account Name	Llangarron Community Association
Sort code	40-39-06
Account No:	21453122

If paying by Bacs transfer, please specify your name (or company name) and the date of your event to enable us to identify payment.

Thank you for your booking.

Bookings Secretary
The Garron Centre
Llangarron
Herefordshire
HR9 6NJ

Tel: 01989 770321

E-mail: bookings@thegarroncentre.org