A close-up of a logo

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**Hall Hire Booking Form**

Name of Hirer (Capitals)………………………………………………………………………………………………………………………………………………………

Organisation………………………………………………,,………………………………………………………………………………………………………………………

Address…………………………………………………………………………………………………………………………………………………………………………………

Postcode……………………… Telephone…………………………………… Email……………………………………………………………………………………

Date and nature of Event……………………………………………………………………………….……… Time…………………………………..

Numbers attending (approx)………………………………………… Large/small Hall………………………………………………………………

Hire charge……………………………………………………… Deposit against damage etc…………………………………………………

Cheques to be made payable to: **Age Concern Chiswick**

Bank details: Bank name: Barclays. Sort code: 20-35-93. A/c name: Age Concern Chiswick.

A/c number: 20674761. Please add invoice number and your name as reference when paying by internet transfer, and notify us by email when payment has been sent. Security deposit to be paid in cash at least 10 days before the Event.

**Responsibilities and Conditions of Hire**

1. The person making the booking (The Hirer) is personally responsible for complying with all the Conditions of Hire, and for the payment of all relevant charges.
2. Deposits are returnable except if retained to pay for damage/cleaning requirements/rubbish removal or if other hire responsibilities and conditions have not been adhered to by the Hirer.
3. The Hirer is responsible for the conduct of all those using the premises during the Event.
4. The Hirer will indemnify Age Concern Chiswick against any claims for loss, damage or personal injury to third parties arising as a consequence of the above hiring.
5. Age Concern Chiswick must be advised by the Hirer of any accidents occurring during the Event.
6. The Hirer is responsible for the protection and safe keeping of keys and alarm codes entrusted to him/her and for replacement if lost or damaged.
7. The car park may only be used during the Event. No vehicles may be parked in the access drive. Vehicles are parked at their owners’ risk. Age Concern Chiswick will not accept liability for loss or damage to vehicles parked on the premises.
8. The Hirer must ensure that all users are familiar with FIRE evacuation procedures, and that emergency exits are free from obstructions at all times.
9. The whole interior of the premises (including toilets) is a NO SMOKING area.
10. No fixings, by any means, may be made to the walls and doors of the premises; no marks of any sort may be made on the walls.
11. Bouncy castles and similar inflatable equipment are prohibited. Glitter and other small plastic items likely to cause environmental damage must not be used.
12. The Hirer must ensure that the premises used (including the kitchen and toilets) are left in a clean and tidy state, that all used equipment, cutlery and glassware is washed, dried and returned to its storage cupboard, and that the tables and chairs are cleaned and returned to their original positions. The Hirer is responsible for removing all rubbish and items for recycling from the premises at the end of the Event.
13. On leaving the premises, the Hirer must ensure that all lights are turned off, all windows and fire doors are closed and locked, and that the alarm system is properly set, and the keys returned to Age Concern Chiswick at the time agreed.
14. Special conditions: see annexed.

Signed: Hirer…………………………………...... For Age Concern Chiswick……………………………..………….. Date…………………………

**PLEASE NOTE**: The Friendship Club does not hold a licence under the 2003 Licensing Act for the sale or supply of alcohol.

The Data Controller in respect of the personal data you give here is Age Concern Chiswick. We will use your data solely to process and record your hiring application and for contacting you in connection with it. We will store it securely. You have the right to access your data or require us to correct or erase it. We will not share your data with any other organisation, individual or third party, unless required by law.