

# DISLEY PARISH COUNCIL

## APPLICATION FOR THE HIRE OF DISLEY COMMUNITY CENTRE

NAME OF ORGANISATION:.....

NAME & ADDRESS:.....

(of person making the application).....

..... POSTCODE:.....

NAME & ADDRESS FOR INVOICE:.....

(if different from above)..... POSTCODE:.....

CONTACT NO. Day:..... Evening:..... Mobile:.....

Fax:..... Email:.....

TYPE OF FUNCTION:.....

DATE(S) REQUIRED:.....

TIMES REQUIRED: Start:..... Finish:.....

EXPECTED ATTENDANCE:.....

TYPE OF SEATING: Tables & Chairs / Meeting Layout / Seminar Seating Layout

Other, please state:.....

DO YOU REQUIRE KITCHEN FACILITIES? Yes / No

DO YOU INTEND TO SELL ALCOHOL? Yes / No \*If Yes, please refer to Conditions of Hire

If there is any further information / requirements concerning your booking please state:

.....

**PLEASE SEE CONDITIONS OF HIRE OVERLEAF AND SIGN AGREEMENT**

### OFFICE USE ONLY:

<b>Room Charge</b>	Dates x	Hours: @ £	£
		Sessions: @ £	£
<b>Kitchen Charge</b>			£
<b>Deposit</b>	Receipt No.	Date:	- £
<b>TOTAL BALANCE</b>			£

<b>Trans. No:</b> <b>PI Ref/Date:</b>
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**PLEASE READ CAREFULLY, THIS NOW FORMS THE AGREEMENT OF CONDITIONS OF HIRE BETWEEN THE HIRER AND DISLEY PARISH COUNCIL**

Please delete where appropriate and sign your acceptance at the end

**A) Applicable to Casual Users only**

- (i) I/We the Hirer require public liability insurance through the Council Insurance.

**Applicable to Commercial Users and sessions involving Physical Activities only:**

- (ii) I/We the Hirer will arrange appropriate public liability insurance cover for the said hiring on terms acceptable by the Council and prior to the hiring will produce to the Council an insurance cover note relating to such insurance and evidence of payment of the insurance premium. Such public liability insurance shall be for a minimum sum of £5,000,000.00 and shall relate to all risks and be subject to such conditions as are required by the Council.
- (iii) A risk Assessment must be produced for your activity and passed to the Parish Council Office or the Manager/Caretaker on site.

**B) I/We the Hirer agree to indemnify the Council from and against all costs, claims, losses, damage or proceedings:**

- (i) Arising from any death, accident, injury or damage to any person whatsoever which may arise out of or in consequence of my/our use of the premises (except insofar as resulting from any act or neglect done or committed during the period of hire by the Council and/or its employees and except losses or claims in respect of which the Council is indemnified by its insurers where insurance cover is provided by the Council under paragraph (A))
- (ii) Relating to any property referred to in paragraph C) (except in so far as proved to have arisen due to the neglect of the Council or its employees)
- (iii) Arising from any breach of any conditions of this agreement and loss of or damage to property of the Council arising during or by reason of this hire agreement

**C) I/We the Hirer shall be responsible for any loss, theft or damage relating to any property brought onto the premises by reason of the hiring whilst on the premises**

**D) I/ We the Hirer shall be responsible for any loss, theft or damage relating to any property brought onto the premises**

**E) I/ We the Hirer shall comply with all the provisions of the Licensing Acts and local police regulations which are in force in the Cheshire East Authority.**

**F) I/We the Hirer agree to and undertake to pay to the Parish Council any monies due in advance of the hire.**

**G) I/ We the Hirer shall comply with all relevant regulations regarding the safety of electrical equipment and shall ensure that all or any electrical equipment used during the hire, whether within the Hirer's direct control or not, has been inspected and tested as appropriate and shall produce on request the relevant test certificate to the Council.  
The Council reserve the right to refuse to allow electrical equipment into the premises if it believes that the equipment on the date of hire fails to reach the required standard**

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I/We have read and will comply with all the requirements as laid down in this application.

This form should be completed and returned to the address given along with a deposit where this has been requested.

All cheques should be made payable to DISLEY PARISH COUNCIL and crossed "A/C Payee Only".

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**SIGNED:** .....

**PLEASE PRINT:** .....

**ON BEHALF OF:** .....

**DATE:** .....