



Centre of Pendeen

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Pendeen, Penzance
TR19 7SE

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www.centreofpendeen.co.uk
Charity No: 1081351

Booking Form

(Please read the Terms and Conditions on page 2 before completing.)

Name of Hirer:

Invoice Address (include post code):

.....

Telephone No:

Contact name(s) and number(s):

Date(s) and time(s) of Hire:

Room(s) required: (please tick)

Multi-use Hall: All Rear Middle Front

Meeting Room Kitchen facilities: drinks

Office cooking

Purpose of hire: (e.g. private party, meeting).....

Number of persons attending: (approximately).....

Fee: (Payable in advance. Cheques to 'Centre of Pendeen'.).....

Note – A replacement charge of £5 will be made for any key not returned.

I agree to the Terms and Conditions overleaf.

Signed Date

Print name Position

For office use:

Fee paid on Date entered on system - Provisional

Confirmed

Funding has been gratefully received from the Big Lottery Fund, Rural Renaissance Fund, Objective One ERDF, Neighbourhood Renewal Fund, Single Regeneration Budget 6, Penwith District Council, Jobcentre Plus, Cornwall County Council, The Countryside Agency, Pendeen Community Project, St Just Town Council, Pendeen Residents Association, DTI Energy Saving Trust, EDF, Clear Skies, Community Chest, the First Step Learning Fund and local fundraising.

The Hirer agrees that:

The premises have been inspected and are suitable for the purpose of hire.

The premises will not be used for any purpose other than that stated above and only within the times stated.

The Hirer or some other authorised person(s) will be present and responsible throughout the period of hire and that order will be preserved.

All persons present for the hire will be made aware of the site of fire appliances, fire alarms, emergency exits and fire Assembly Point and that the Hirer will ensure that the fire apparatus on the premises is not interfered with.

No emergency exit is locked or obstructed during the period of hire.

The Hirer is responsible for the safe evacuation of all persons using the building for the purpose of this Hire in the event of an emergency.

Members of the committee or staff are allowed access to the building at any time during the period of hire.

Other users of the Centre are allowed access to the WCs and Kitchen.

When the hire is outside Centre opening hours the Hirer will ensure that no unauthorised person has access to the building.

The Hirer is responsible for setting up and clearing away tables and chairs required and for leaving the premises hired clean and tidy.

The Hirer is responsible for any damage done to the 'Centre of Pendeen' or its belongings arising from this hire as well as the expense of making good such damage.

The Centre of Pendeen needs to collect information about those using the building. Therefore it is the responsibility of those hiring rooms to ensure that all attending their sessions sign in and out at Reception.

The booking is only confirmed when the hire fee has been paid.

Bookings cancelled within 72 hours of hire date are subject to retention of a booking fee of £10.