



70 Gibson Drive, Kings Hill, West Malling, ME19 4LG
Tel: 01732 220919 bookings@kingshillparish.gov.uk

PRIVATE HIRING AGREEMENT FORM

Name: Telephone:

Address: Mobile:

Post Code: E-mail:

Date of Hire: Start of hire: End of Hire:

Purpose of Hire: Approx attendance (please be aware hire must include set up and clean away times, unless caretaking is booked)

Would you like to hire tablecloths? Yes No if yes how many (£4 each)
Do you require drapes? Yes No Townsend Hall £700 Jim Fry Hall £350 Both Halls £1050

Do you require catering? Yes No if yes how many

(we provide lunches at £7pp, Tea & Coffee at £1.50pp, Tea, Coffee & biscuits at £2.00pp)

Do you require a caretaking service? Yes No (Price on request)

Please provide details of your event: for example, Type of event, how many tables and chairs do you need access to?

Facilities Required (Please tick as appropriate)

- Combined Townsend & Jim Fry Hall
The Townsend Hall
The Jim Fry Hall
The Cunningham Room
The Gibson Suite
The Braham Suite

Bar Hire Facility:
Time you require the bar to start?
Do you require the partition wall open? (only applicable when booking both Townsend & Jim Fry halls) Yes No

PLEASE TURN OVER TO SIGN TO CONFIRM YOUR BOOKING.

OFFICIAL USE ONLY

Booked for..... Hours at..... £ .....

PAYMENT RECEIVED £.....
DAMAGE BOND RECEIVED £.....

Booking agreed by Centre Manager: Date .....

Room hire: £.....
Drape Hire: £.....
Caretaker service: £.....
Bar service: £.....
Table cloths: £.....
TOTAL HIRE CHARGE: £ .....

1. **Cancellation** of this booking will result in the loss of 50% of the total booking value. All cancellations within 14 days of the hire will result in loss of the full booking value.
2. Upon arrival, your hall/room/suite will be clean, tidy and empty of furniture. **It is a condition of the hire that the room is left in the same state when you leave**, clean, tidy and empty of furniture. **THERE WILL BE A £10 FEE FOR FAILURE TO RETURN FURNITURE OR CLEAN AFTER HIRE.**
3. **Partition Wall Liability:** I accept that the partition wall will NOT be moved, and that all reasonable steps will be taken to ensure it is not pushed or damaged during my hire period. The hirer must accept FULL liability and cost of repair to the moving wall if it is damaged during their hire period.
4. **OWN ALCOHOL IS NOT PERMITTED WITHOUT PRIOR CONSENT.**
5. **NO SMOKING** – The Kings Hill Community Centre is a no smoking building.
6. I have received, read and understood the Health and Safety information attached with this booking form.
7. I confirm **I have read and accept the conditions of hire** and any supplementary conditions attached and agree to abide by them.
8. I confirm I am over 21 years of age. By signing this booking form you are agreeing that you fully understand and have read the terms and conditions of hire and the health and Safety documents.
9. Under new General Data Protection Regulations which came into effect on 25th May 2018, Kings Hill Parish Council is required to obtain your consent to hold your personal information.

Please could you confirm by signing below that you are happy for Kings Hill Parish Council to hold your personal information to enable us to deal with your booking and let us know how you would like us to contact you in future (by phone, by post or by email). We will keep the information until one year after your booking and it will not be provided to third parties or used for any other purpose. Our privacy notice can be viewed on our website.

If you wish to amend the details we hold for you, please let us know

If you no longer wish us to hold your personal information after we have dealt with your query, please let us know.

**Name** ..... **Signature** ..... **Date** .....

How would you like us to contact **you (Please note if you have not ticked an option we are unable to contact you via this method):-**

Email .....

Telephone .....

Post .....

Payments can be made to **Kings Hill Parish Council**; account number **20291035** and sort code **608301**.