



# Braintree COMMUNITY CENTRE

## Application for Hall or Room Hire

| HIRER'S DETAILS | ORGANISATION'S DETAILS (if different) |
|-----------------|---------------------------------------|
| Name: .....     | Name: .....                           |
| Address: .....  | Address: .....                        |
| Postcode: ..... | Postcode: .....                       |
| Telephone:..... | E-Mail .....                          |

**GROUND FLOOR ROOMS** (please tick which room you require)

Bishop Hall  Rolls Room  Room 1  Room 2

**FIRST FLOOR ROOMS**

Room 3  Room 4  Room 5  Room 6  Room 7

**PURPOSE OF HIRE:**

.....

| DATE REQUIRED | TIME REQUIRED     | NUMBERS EXPECTED |
|---------------|-------------------|------------------|
|               | Start:<br>Finish: |                  |

**WILL LIVE OR RECORDED MUSIC BE PLAYED?**  Yes  No

Please note that it is the Hirer's responsibility to ensure they have a valid PRS license if music is to be played, unless you are using your own equipment. Music cannot be played after 10pm on weekdays and 10.30pm weekends.

**WILL THERE BE ALCOHOL AT THE EVENT?**  Yes  No

01376 323280

[info@braintreecommunitycentre.org.uk](mailto:info@braintreecommunitycentre.org.uk)

[braintreecommunitycentre.org.uk](http://braintreecommunitycentre.org.uk)

@BraintreeCommunityCentre

@BBCABraintree




Feb 2025



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|                                 |                              |                             |
|---------------------------------|------------------------------|-----------------------------|
| <b>IS THIS A PRIVATE EVENT?</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---------------------------------|------------------------------|-----------------------------|

| <b>HIRER DECLARATION</b>  |                    |
|---|--------------------|
| I, the Hirer, acknowledge receipt of a copy of the Terms & Conditions (below) which I have read and understood. |                    |
| I agree to comply with all the Terms and Conditions therein.  |                    |
| I declare that I am over 18 years of age.   |                    |
| <b>Hirer's Signature:</b> .....   | <b>Date:</b> ..... |
| <b>Signed on behalf of BBCA:</b> .....  | <b>Date:</b> ..... |

| <b>Terms &amp; Conditions</b>  |   |
|--|---|
| <p><b>Booking Deposits &amp; Final payment</b><br/>A booking deposit is payable of up to 50% on booking, with final payment due 14 days before the event.</p> <p><b>Set up time</b><br/>You have 30 minutes of free setting up time prior to your booking and 15 minutes after for clearing up.</p> <p><b>Cancellations</b><br/>If a cancellation is made less than 14 days prior to the hire date, the hirer may be liable to pay the hire fee in full.</p> <p><b>Animals</b><br/>With the exception of service dogs, no animals are allowed on site without permission. If you do wish to bring an animal on site, reasons and certificates must be provided. Animals on site must be recorded on the daily signing in sheet.</p> <p><b>General</b><br/>The hirer will be liable if any damage occurs during the event &amp; costs will be incurred.</p> <p><b>Waste</b><br/>All waste generated during your booking must be taken away after use.</p> |   |
| <p>Please make cheques payable to:<br/><b>Braintree &amp; Bocking Community Association</b></p>  | <p>We accept:   </p> |

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**Additional Questions & Notes**

Are you providing your own food and/or refreshments? Yes No (please circle)

Will you be providing your own catering or caterer? Please specify .....

**Please note centre has a limited amount of China and cutlery (50 cups, saucers and side plates).**

How do you require the tables and chairs to be laid out for your booking? (please describe and/or sketch your layout below). We will do our best to accommodate you.

**FOR OFFICE USE ONLY**

|                            |                                       |         |
|----------------------------|---------------------------------------|---------|
|                            | <b>Total hire fee:</b>                | £ ..... |
| Total hourly rate: £ ..... | <b>Booking deposit:</b>               | £ ..... |
|                            | <b>(payable on booking)</b>           |         |
| Length of hire: .....      | <b>Final Payment</b>                  | £ ..... |
|                            | <b>(Payable 14 days before event)</b> |         |
|                            | <b>Confirmed by:</b>                  | .....   |