



Landport Community Centre
 Charles Street, Portsmouth
 PO1 1JD
 Tel.: 023 92 296703
 email: landport@enableability.org.uk

ONE OFF ROOM HIRE BOOKING FORM	
Name of Hirer/Organisation:	
Telephone:	
Address:	
Email:	
Room(s) required:	
Purpose of Hire: e.g. Party, Exercise	
Number Attending:	

DATE & TIME OF HIRE:

(Please allow 30 minutes set up time and 30 minutes for clearing away at end of hire):

Date	Start Time	Finish Time

Any extra requirements:

DECLARATION:

- I have read and accept the Terms & Conditions, and agree to abide by these and any special conditions communicated to me.
- I agree to indemnify Landport Community Centre against any accidents or damage to property or injury to persons, which may be incurred as a result of the hiring, unless caused by negligence or breach of duty by Landport Community Centre. I agree to completing relevant Risk Assessments.
- I confirm that the person(s) running the activities hold the appropriate qualifications and DBS certificates where appropriate.
- I accept that an additional charge may be made in respect of damage caused to the building or Landport Community Centre property through negligence or wilful intent.

PAYMENT CONDITIONS:

- The room hire charge must be paid in full no later than 14 days before the date of the hire for one off bookings. An invoice will be sent to you via email detailing the payment options along with the payment due date.
- A returnable deposit of £50 is payable for all one-off and private hires to cover any costs incurred due to damage caused or to non-compliance by the Hirers with the Landport Community Centre’s written terms and conditions.
- If the returnable deposit is not collected within a month from the Hiring Date then the deposit will be donated to Enable Ability Charity.

CANCELLATION PROCEDURE:

Any cancellations should be notified at least 14 days prior to event taking place, or you may lose your £50 deposit. I am over 18.

GDPR INFORMATION:

This hiring form will be retained for one year after the date of the hire, following which it will be shredded.

YOUR SIGNATURE CONFIRMS THAT YOU HAVE RECEIVED AND READ THE TERMS AND CONDITIONS OF HIRE AND AGREE TO ABIDE BY THEM.

Signed: Date:

Name in full (in CAPITALS):

Deposit Returned:

Signed: Date:

Name in full (in CAPITALS):

FOR OFFICE USE ONLY:

HIRE CHARGE £..... per hour + REFUNDABLE DEPOSIT £50.00 = £..... TOTAL

Booked on system by:		Hire fee:	
Date	Amount	Payment method	Receipt No:

Charity Number: 276422