



Registered Charity Number 1078598. Company Number 3784846
 Varley Lane, LISKEARD, Cornwall, PL14 4AP
 Telephone: 01579 340307, Fax: 0870 7064220, e-mail admin@liskerrett.co.uk

ORGANISATION			
CONTACT NAME			
ADDRESS			TELEPHONE No
			FAX No
			E-MAIL
IF YOU WOULD LIKE YOUR EVENT ADVERTISED IN OUR NEWSLETTER PLEASE PROVIDE DETAILS			

PLEASE FILL IN ALL THOSE BOXES BELOW THAT APPLY TO YOUR BOOKING

DATE/S:		TIME/S			
ROOM/S:					
No of CHAIRS:		No of TABLES:		OVERHEAD PROJECTOR:	FLIPCHART:
No of MUGS/Cups:		TEA/COFFEE:		HOT WATER ONLY @ £1.50: (£2.00 if more than 15 people)	
No OF LUNCHES:		£6.00/HEAD		£6.50/HEAD	£7.50/HEAD

ANY OTHER REQUIREMENTS:

HEARING LOOP:

**THERE IS NO PARKING AT THE CENTRE AT ANYTIME. HOWEVER, THERE IS A PUBLIC CAR PARK IMMEDIATELY ACROSS VARLEY LANE.
 TWO DISABLED SPACES ARE AVAILABLE ON A FIRST COME FIRST SERVED BASIS.**

I HEREBY AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF HIRE SPECIFIED OVERLEAF AND TO PAY THE FEE AGREED.

SIGNED:		DATE	
CONFIRMED BY:		DATE	
RECORDED IN DIARY:			

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1. The HIRER shall ensure that the General Rules governing the use of the Community Centre are complied with. A copy is available on request.
2. The HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of authorised car parking arrangements so as to avoid obstruction to other users.
3. The HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him/his Association whilst using the Centre. The Centre is insured against any claims arising from its own negligence.
4. The HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority and the Centre.
5. The HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring on to the premises anything that may endanger the premises, their users, or any insurance policies relating thereto.
6. The HIRER indemnify the Centre for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of a booking.
7. The HIRER shall, if selling goods on the Centre premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed; as shall the organiser's name and address, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.
8. The HIRER shall reimburse the Centre for loss of revenue brought about by short notice cancellation of any booking, unless the Centre is able to re-let the room/s in question.

SHORT NOTICE MEANS LESS THAN TWO DAYS NOTICE