



Booking Request Form

Date of Event:	Type of Event:
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Organisations Name	
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Start Time:	End Time:
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Adults attending:	Children attending
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Please indicate below which room (s):

Room:

- | | | | | | |
|--------------------|-----------------------|----------------------|-----------------------|---------------------|-----------------------|
| Function Room | <input type="radio"/> | Board Room | <input type="radio"/> | Training Room | <input type="radio"/> |
| Small Meeting Room | <input type="radio"/> | Commons Meeting Room | <input type="radio"/> | Warner Meeting Room | <input type="radio"/> |
| Bar Area | <input type="radio"/> | Sports Hall | <input type="radio"/> | Reception Area | <input type="radio"/> |

Layout:

- | | | | | | | | |
|---------|-----------------------|-----------|-----------------------|---------|-----------------------|------------------------|-----------------------|
| Theatre | <input type="radio"/> | Boardroom | <input type="radio"/> | Cabaret | <input type="radio"/> | Horse Shoe With Tables | <input type="radio"/> |
|---------|-----------------------|-----------|-----------------------|---------|-----------------------|------------------------|-----------------------|

***If No layout is requested Horseshoe will be used**

Equipment:

- | | | | | | | | |
|------------|-----------------------|----------------|-----------------------|-----------|-----------------------|--------------|-----------------------|
| TV & Video | <input type="radio"/> | OHP | <input type="radio"/> | Flipchart | <input type="radio"/> | Hearing Loop | <input type="radio"/> |
| TV & DVD | <input type="radio"/> | Data projector | <input type="radio"/> | Laptop | <input type="radio"/> | CD Player | <input type="radio"/> |

Catering Requirement:(s)

	Quantity	Time AM	Time PM
Box of Herbal Tea			
Tea & Coffee			
Tea, Coffee & Biscuits			
Hot Water			
Mineral Water			
Fruit Juice			
Breakfast Menu (Croissants & Jam)			
Menu 1 (sandwiches & cakes)			
Menu 2 (Hot Jacket Potatoes & fillings)			
Menu 3 (Hot quiche selection & salad)			
Menu 4 (Pizza & French fries)			
Menu 5 (Basic Buffet)			
Menu 6 (Special Buffet)			
Fruit (per Person)			

Hirer Details:

Name	Tel	Fax
Address		Post Code:

Payment Type: On Day In Advance Invoice

I have read and agree to the terms and conditions of the Valley Social Centre hire agreement:

Valley Social Centre, Whitehawk Way, Whitehawk, Brighton, BN2 5HE
Tel: 01273 673792 Fax: 01273 699415



Signature

Date

CONDITIONS OF HIRE

The Valley Social Centre

This agreement is between The Valley Social Centre and the Hirer.

Interpretation: The following terms apply: VSC is the Valley Social Centre.

The premises shall mean the building.

Use of premises

The Hirer and guests must only use the parts of the building, which are specified in the hire agreement.

Hire Charges

The hire charges and payment terms are set out in your booking confirmation letter, which forms part of these Conditions of Hire

Applications for Hire

The Hirer must declare at the outset the purpose of the application for hire and the venue shall be used for that purpose only. VSC reserves the right to refuse any application.

Access

The Centre staffs are responsible for letting people in and out of the venue. Keys will not be handed out to the hirer.

Cleanliness

Hirer must leave the premises in a clean and tidy condition and leave the building via the main exit only (except in case of emergency e.g. fire alarm, when emergency exits shall be used).

Breakage's

Hirers must immediately indemnify VSC for any loss, theft or damage, however caused, arising during or in respect of the period of hire. Any loss, theft or damages or breakages must be reported immediately.

Indemnification

The hirer shall immediately indemnify VSC from and against:

All claims, demands, actions or proceedings and any loss, damage or injury which may be brought against or suffered by VSC, arising from or in consequence of the non observance or non performance of any of the conditions or any act, neglect, default or omission of the Hirer his/her agents or servants.

All claims, demands actions or proceedings in respect of the death or injury howsoever caused – by or to any persons which shall occur or arise from any accident or occurrence which shall happen while such persons on or upon any part of the premises during the period of time or in respect of any loss or damage suffered or sustained by any person in consequence of any such death or injury, loss or damage is caused by the negligence of VSC its servants or agents or by any defect in the premises.

Any claim under copyright law

Children

Children must be adequately supervised and kept under control at all times.

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Performing rights

Hirers are responsible for their own-recorded music

Electrical equipment

The Hirer shall ensure that any electrical appliances brought into the venue and used there shall be safe and in good working order and used in a safe manner compliant with Health and Safety Regulations

Cancellation of Bookings

VSC reserves the right to cancel any bookings or vary these conditions or the hours of the booking. A minimum of 7 days notice will be given in the event of cancellation by the VSC who shall not be liable to the Hirer for any loss whatsoever. In the event of such a cancellation the full hire cost will be the Hirer will refund charge

In the event of the venue or part thereof being rendered unfit for the use for which it has been hired VSC shall not be liable to the Hirer for any resulting loss or damage whatsoever

VSC reserves the right to cancel any booking in the event of the venue being required for use by the local authority in an emergency situation. A full refund will be made and VSC will not be liable to the Hirer for any loss or damage whatsoever.

Cancellation Charges

Cancellation by the Hirer of a confirmed booking within **14 days** of the event is liable to VSC charging a **25%** cancellation fee.

Cancellation by the hirer of confirmed bookings within **7 days** of the event is liable to VSC charging a **50%** cancellation fee.

Cancellation by the Hirer of a confirmed booking within **48 hours** of the event is liable to VSC charging a **100%** cancellation fee for room hire and catering costs.

In respect of the cancellation charges, VSC shall endeavour to re-let the venue and if successful a full refund of the room hire cancellation fee will be made.

Termination of use

On the day of the hire, the Centre Manager reserves the absolute rights to terminate the letting if, in their opinion, the Hirer or guests are in breach of any Conditions of Hire. In the event that the hire is terminated under the provisions of this clause, VSC will not be responsible for any claims incurred by the hirer in respect of the early termination of use nor will the hire charge be refunded.

Use of Car Park

Use of the Car park is at the owners' own risk.

Whenever you confirm a booking at The Valley Social Centre you agree and comply to the terms and conditions as stated above