

BOOKING FORM/ENQUIRY

NAME:			
ORGANISATION:			
PHONE:			
EMAIL:			
ADDRESS:			
PURPOSE OF BOOKING:			
DATE & TIME OF BOOKING: <i>include setup and shutdown</i>		REPEAT BOOKING:	YES/NO
ROOMS REQUIRED:		NUMBER OF PEOPLE	
RESOURCES REQUIRED: <i>(including use of kitchen etc.)</i>			
CHECK AVAILABILITY ON LEMON:			
PRICE OF BOOKING:		DEPOSIT TAKEN:	
BOOKING ENTERED ONTO LEMON:			YES/NO
CONFIRMATION ON FILE:			YES/NO
BOOKING CONFIRMED WITH CLIENT: (PHONE / EMAIL / IN PERSON)			YES/NO
INVOICE ISSUED:			YES/NO
INVOICE PAID:	DATE:	YES/NO	
ADDITIONAL INFORMATION:			

EMSWORTH COMMUNITY ASSOCIATION - HIRING AGREEMENT (revised January 2026)

The person who signs the booking form and agrees the suitability of the room is deemed to be the hirer. (The hirer must be 18 or over).

1. Hirer:

- (a) Hirers are responsible for ensuring that they have appropriate insurance to cover their own activity.
- (b) All commercial (for profit) hirers must have their own Public Liability Insurance. Please supply a copy of your valid annual certificates with your booking.
- (c) Leaders of classes are required to hold relevant qualifications and if classes include young or vulnerable people, this must include relevant police checks (e.g., DBS)
- (d) Leaders of sporting/physical activities should hold a First Aid qualification and insurance to cover their activities.

2. Usage:

- (a) The hirer may use the accommodation for the agreed purpose and for the time booked.
- (b) Equipment brought in must be taken away after sessions unless another agreement for storage has been arranged.
- (c) Electrical equipment brought in must be PAT certified. Flammable, dangerous, or illegal substances are not permitted on the premises.
- (d) Any rubbish produced by the Hirer must be taken away by the hirer. Rooms must be left tidy and in good order.
- (e) Use of wax candles is not permitted in any part of the building.
- (f) Electricity, Heating and Lighting system must NOT be altered. Doors/windows must be closed and lights turned off when leaving the room.
- (g) The permitted number of people in each room must not be exceeded. This is available from the office.
- (h) Alcohol must NOT be sold unless a licence has been granted. A copy of the licence certificate must be provided at time of booking. It must not be sold to, or allowed to be consumed by, anyone aged under 18.
- (i) Smoking is not permitted in any part of the building.
- (j) Smoke machines are NOT allowed in any part of the building.
- (k) The hirer will be responsible for ensuring that all visitors are aware of the Notices of Evacuation plans and of any fire precautions in place. These are located near all emergency exits. They will be responsible for ensuring the evacuation of their group in an emergency or drill.

3. Regular Bookings: (weekly/monthly etc...)

- (a) These must be paid in full within 14 days from invoice date. Non-payment will result in the room being released for an alternative booking and the possibility that future booking will not be accepted.

(b) Setting up and clearing away time is included in the period booked. Should additional time be required for this purpose then further charges may be incurred.

(c) Cancellations made within one month of the booked date will not be refunded. Exceptions may apply but only with Trustees agreement.

Please supply a valid annual Public Liability Insurance Certificate with booking confirmation.

4. Party and/or Occasional Bookings:

(a) These must be paid for at the time of a booking being confirmed along with a cash deposit of £100 to cover the cost of any damage or for additional cleaning. A provisional booking will be held for two weeks.

(b) Use of the kitchen is a separate booking with its own hiring fee. All crockery, surfaces and utensils must be left clean and in their rightful places. Hirers are advised to bring their own tea towels.

(c) Accommodation must be left clean and in a tidy manner & all rubbish produced MUST be taken home.

(d) Cancellations made within one month of the booked date will not be refunded. Exceptions may apply but only with Trustees agreement.

(e) Smoke Machines are not permitted as they activate the fire alarm.

(f) Bubble Products and Floor Safety: The use of bubble products can create slippery or hazardous conditions and may cause damage or staining to unprotected flooring. All flooring in areas where bubble products are used must be fully covered with appropriate protective materials. The hirer assumes full responsibility for any failure to do so, and the provider accepts no liability for resulting damage, cleaning costs, or safety concerns. Any damage, staining, or additional cleaning caused by insufficient floor protection may be deducted from the hirer's damage deposit.

(g) Bouncy Castles and Inflatables: The use of bouncy castles, inflatable play equipment, or similar structures is strictly prohibited both inside the building and on the surrounding grounds. This includes any equipment hired from third parties. Any breach of this condition may result in immediate termination of the hire without refund and/or deductions from the damage deposit.

5. Exceptional bookings: e.g., complete weekends, must be agreed by the Trustees before being accepted.

The Trustees of the Emsworth Community Association have the right to deny any bookings that might bring the Association into disrepute.

Name of Hirer (caps) Signature.....

Group Name Date

Hirers agree to accept the conditions and responsibilities outlined above by signing this Hiring Agreement.