

Edlington Town Council



Simon Oldham
Town Clerk & Financial Officer

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The Grainger Centre & Council Offices
Stubbins Hill
Edlington
Doncaster
DN12 1JN

CONDITIONS OF HIRE OF COMMUNITY CENTRE

1. Hire of hall will only be accepted on written application. (Telephone calls will be accepted for provisional booking but written confirmation is required.)
2. The hire fee must accompany the written confirmation.
3. Hirers are responsible for any catering and bar arrangements as the Town Council does not have a licence for this facility.
4. Seating arrangements are for 100 persons and a maximum of 150 dancing.
5. Hirers are to take all reasonable precautions with the premises and leave them as clean and tidy as possible.
6. The Hirer is responsible for all breakage's and damage to Council property
7. Caterers and Bar Stewards must organise their own furniture for the display of food and drink and the Hirer is responsible for drawing attention to this rule to the purveyors of these commodities.
8. It is the responsibility of the Hirer to ensure that the premises are suitable for the purpose they require.
9. **HIRERS ARE RESPONSIBLE FOR THE REMOVAL OF ANY PERISHABLE FOODSTUFFS AFTER FUNCTIONS. IF THIS CONDITION IS NOT COMPLIED A SURCHARGE OF FIVE (5) POUNDS WILL BE MADE TO THE HIRER. THIS CONDITION APPLIES TO THE HIRERS CATERER IF EMPLOYED.**
10. A hire charge of five (5) pounds is made for the use of the kitchen
11. No person under the age of eighteen is permitted to hire the centre. In the case where many of the persons present are below this age at least two responsible adults must be present.
12. No persons under the age of 16 years allowed in the kitchen unless supervised by an adult.
13. **PREMISES MUST BE VACATED BY 11.30pm BY ORDER.**
14. Hire charge: Monday - Friday £10.00 per hour Saturday/Sunday £12.00 per hour

PLEASE SIGN HERE TO INDICATE YOU UNDERSTAND AND ACCEPT THESE CONDITIONS.

RETURN THE COMPLETED FORM TOGETHER WITH THE FEE TO THE ABOVE ADDRESS.

CHEQUES SHOULD BE MADE PAYABLE TO : -EDLINGTON TOWN COUNCIL

SIGNED.....

NAME.....TELEPHONE NUMBER.....

ADDRESS.....

DATE REQUIRED.....

TIME FROM.....am./pm. TIME TO.....am./pm.

Simon Oldham



Town Clerk