

ALWOODLEY COMMUNITY ASSOCIATION

Booking Form and Agreement

Name :

Address :

Post Code :

Tel No :

Mobile No :

Email :

On Behalf of : (Name of group)

Type of Event :

Date of Event :

Approximate numbers attending :

Start Time :

End Time :

Rooms Required (Please tick. Rates are shown on enclosed sheet)

Main Hall

Council Room

Lounge / Bar

Kitchen

Optional Extras

All Drapes and Wall Lights

All Drapes, Lights, Chair Covers and Sashes

Total cost for booking (including any bar fee, bond and optional extras) : £

Please enclose deposit of : £

(This will secure your booking)

Balance of : £

To be paid by :

I have read and confirm my acceptance of the Conditions of Hire of Alwoodley Community Association

Signed :

Date :

Please return to the Bookings Secretary at the address shown below with your deposit.

Cheques should be made payable to Alwoodley Community Association.

If Hirers wish to pay direct via the bank, please contact Booking Secretary by email for the details.

ALWOODLEY COMMUNITY ASSOCIATION

Post : Booking Secretary, 25 The Quarry, Alwoodley, Leeds LS17 7NH

Tel : 07580 148832 Email : acahallbookings@gmail.com Web : www.alwoodleycommunityassociation.co.uk

Registered Charity No. 523749

ALWOODLEY COMMUNITY ASSOCIATION

Conditions of Hire

(and Fire Precautions Regulations)

The following Conditions of Hire should be read and the booking form signed before the booking is accepted.

1. Hirings can only be made by arrangement with the Bookings Secretary. Tel : 07580 148832 or via email acahallbookings@gmail.com
2. All bookings to be paid for in advance of the event except by previous arrangement with the Bookings Secretary.
3. If a cancellation is necessary, then the Bookings Secretary must be notified at least 2 weeks in advance otherwise the fee will be forfeited.
4. All hirers must appoint a named person to be responsible for fire safety rules observance and their name must be given to the Bookings Secretary.
5. All fire exits to be kept clear of obstructions and impediments
6. It is the responsibility of each Hirer to leave the ACA in a clean and tidy condition. All rubbish must be disposed of.
7. The Hall Floor and other areas must be swept clean.
8. All evening functions must finish in accordance with the terms of the booking form.
9. No smoking. It is against the law to smoke in these premises.
10. Any damages or breakages should be reported to the Bookings Secretary as soon as possible and will be charged for.
11. A bond of £25 will be charged for all weekend evening events, and for other events at the discretion of the Bookings Secretary. Bonds will be returned after the event provided cleaning has been carried out, no breakages have occurred and the key has been returned.
12. Any event taking place on a Sunday must be finished by 10.00pm.
13. NO alcohol may be brought onto the premises by hirers or their guests. All alcohol consumed on the premises must be supplied by the Alwoodley Social Club.
14. Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as the result of their hire, or by the use of any equipment they introduce. No responsibility will be carried by the ACA.
15. If these conditions are breached then future bookings will not be accepted.

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Rates of Room Hire

Per Session	
Non ACA Members	ACA Members

Regular Hirers Per Hour	
Adult Groups	Junior Groups

Main Hall	£100.00	£90.00
Council Room	£80.00	£70.00
Lounge	£60.00	Free

£20.00	£15.00
£20.00	£15.00

Optional Extras :

	Cost	Deposit	Total
All Drapes and Wall Lights	£ 100.00	£ 25.00	£ 125.00
All Drapes, Lights, Chair Cover Hires and Sashes	£ 150.00	£ 50.00	£ 200.00

Notes :

Kitchen use incurs no cost when another room is booked.

Room hire includes the cost of the tables and chairs.

A returnable bond of £25 will be charged for events taking place on a weekend in the Hall.

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