

Millpool Centre Booking Form: Single/Multiple Event

Date & time of event	
Date of booking	
Purpose of Hire	
Name/Title	
Address	
Post code	
Email	
Mobile/phone	

	From	To	Fee
Ground Floor			
First Floor			
Kitchen			
Whole Building			
Technical requirements			
Layout			
Will there be alcohol at your event?	Please give details		
Bar(Full bar by MPC)			
Total Hire Charge			

Security Deposit: for Weddings and Parties. £150.00. Refundable within 7 days of hire date provided no loss or damage has occurred.

Responsibilities of Hirer:

1. The hirer must be over 21 years of age.
2. Must be present & in charge during whole period of hire.
3. Responsible for all members of public at the event, their behaviour at event & while leaving the area, particularly after 11pm.
4. Responsible for ensuring building is clean and tidy at event end.
5. Responsible for removal rubbish and waste from site.

Supply & Consumption of Alcohol

1. **Millpool Centre is licensed for the supply and consumption of alcohol on the premises. A Millpool Centre licensee must be present at any event where alcohol is supplied to comply with our licence(this includes alcohol included in a ticket price). You must inform the management if you intend to have alcohol at an event.**

2. The Management reserves the right to refuse alcohol sales in the case of unruly behaviour or without the proper proof of age on request.
3. The hirer must ensure persons attending events do not disturb Millpool Centre neighbours on arriving at, and leaving events.

Data Protection: Use of data provided in this contract.

1. The data provided on this form will be held under the provisions of the Data Protection Act 1998.
2. Email and personal information will only be used by MPC, not shared with other organisations.
3. We would like to send out information about activities at the Millpool Centre. Please consent to this by putting an x in the box :

Health & Safety

1. The Millpool Centre is fully compliant with health and safety legislation.
2. Food safety guidelines are displayed in the kitchen for the benefit of users.
3. The Millpool Centre accepts no responsibility for foods made and served/ brought to and consumed at the Centre.
4. The hirer is responsible for familiarising themselves and persons attending their event with fire exits and safety procedures.
5. In the event of fire the hirer is responsible for checking the building and evacuating the persons attending their event. When safe to do so, checking the lift is empty.

Deposit & payments:

1. A non-refundable deposit equivalent to 20% of total hire charge is to be made at the time of booking (Plus the security deposit if required).
2. The full amount of hire cost must be paid 4 weeks prior to the booking date.
3. Please read and retain a copy of the Conditions of Hire and this booking form.
4. Please make cheques payable to: Millpool Centre (payments can be made by bank transfer on request)
5. Cancellations must be made 28 days prior to booking date for a refund.

I am over 21 and have read, understood and agree to all the conditions of hire, particularly if alcohol is to be consumed at the event.

Signature of hirer	Date

I agree to be present throughout the period of hiring the Millpool Centre.

We hope and expect that everyone who uses the Millpool Centre will take great care to leave it in as good a condition as they found it.