



Exwick Community Centre Booking Form

In order to book Exwick Community Centre, please complete this form and email it to exwick@inclusiveexeter.org.uk – as Centre staff are currently working from home due to the COVID-19 pandemic, we prefer that you email your completed form rather than post it.

Please note the contact details at the bottom of this page are for general enquiries about Inclusive Exeter. Enquiries about Exwick Community Centre should be emailed to: exwick@inclusiveexeter.org.uk

Name of Hirer:	
Contact Name for Hirer:	
Postal Address:	
Email Address:	
Contact Number:	
Secondary Contact Number During the Event:	

Room(s) Required (please tick all that apply):

<input type="checkbox"/>	Main Hall – £12.00 per hour
<input type="checkbox"/>	Kitchen and Servery Hatch – no charge for room hirers. Note: priority goes to Main Hall hirer
<input type="checkbox"/>	Crockery and Kitchen Equipment – no charge for room hirers. Note: any crockery, cutlery, etc. must be washed and cleaned and left in usable condition
<input type="checkbox"/>	Meeting Room – £15.00 per morning (7am-12pm), afternoon (12pm-5pm), and/or evening (5pm-10.30pm) session. Note: this room isn't currently available to stay COVID-secure

Date of Hire:	
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Time access required (to include set up time)	Time the event is to start	Time the event will finish	Time the room(s) will be cleared

Name/Type of Event:	
Brief Description of Event:	
Age Range of Attendees:	
Number of Attendees:	

Inclusive Exeter CIC

Registered Office: Exwick Community Centre, Kinnerton Way, Exeter, Devon, EX4 2PR
Telephone: 01392 493197 • Email: admin@inclusiveexeter.org.uk • www.inclusiveexeter.org.uk



Payment:

- **BACS:**
Account Name: Inclusive Exeter CIC
Account Number: 03746216
Sort Code: 20-30-47
- **Cheque:**
Please make cheques payable to: **Inclusive Exeter CIC**

Please ensure that you provide your name and date of booking with the payment

Deposit Refund Options - Please tick preferred method and provide details as required:

<input type="checkbox"/>	Refund by BACS - Please provide bank details: Account Name: _____ Account Number: _____ Sort Code: _____
<input type="checkbox"/>	Refund by Cheque: Cheques to be made payable to: _____
<input type="checkbox"/>	Destroy Deposit Cheque If you are paying your deposit by cheque, we will not bank the cheque unless we need to apply a deduction for damage etc. If you select this option, we will destroy the cheque payment after your hire and once we are satisfied a deduction for damage etc. is not necessary.

Conditions of Use:

1. The Hirer may only use rooms at Exwick Community Centre for the purposes set out in the booking form.
2. In particular, the Hirer may not use the premises for activities that are illegal or disreputable in purpose, or anything which is not in keeping with the purpose, aims and values of Inclusive Exeter CIC.
3. The Hirer must ensure that neither they, their activity nor any person in the premises for their purposes, or allowed into the premises by the Hirer, causes any noise or other nuisance or annoyance to any other user of the premises and / or neighbouring properties.
4. The Hirer will not themselves, or let any person in the premises for the Hirer's purposes or allowed into the premises by the Hirer, obstruct the adjoining highway or any routes to or from the hired room(s).
5. The Hirer is responsible for all matters relating to health, safety or security arising out of their activities. The Hirer will immediately notify the Centre if they become aware of any risk to health, safety or security within the premises.
6. The Hirer must comply with all fire, safety and security and other regulations displayed by the Centre, and with all directions given by the Centre. The hirer is responsible for the risk assessment of their own activities. Activities that may place children and families at risk will not be permitted to take place on the Centre premises.
7. In the event of an accident this should be recorded on an accident / incident form – which can be found in the kitchen.
8. The Hirer is responsible for any damage to the Centre's property or facilities arising out of their use of the Centre, or the activities of any persons using the rooms hired during the hire period.
9. The Hirer may not sub-hire or allow any other person to use the premises.



10. The Hirer is responsible for leaving the premises clean and tidy, and returning all furniture and equipment to the position it was in at the start of the booking. If this is unfulfilled, a deduction will be made from the deposit.
11. The Hirer will indemnify the Centre against any claim, cost, loss or damage arising out of the Hirer's use or the actions of any person in the premises for the Hirer's purposes or allowed into the premises by the Hirer, or arising from any breach of this agreement. In particular the Hirer should have public liability insurance in force in the event that the premises are damaged or other users of the premises injured due to the Hirer's negligence.
12. The Centre reserves the right to cancel the hire at any time if it cannot make the premises available for reasons beyond its control, or because of any reasonable concern about the Hirer or their use of the premises.
13. The Centre may at any time ask any person to leave the premises if there is or may be a breach of these rules, or if any behaviour is deemed inappropriate.
14. The Centre shall not be liable to the Hirer for any loss, damage or expenses caused by reason of any cancellation, breakdown of equipment, cessation or interruption of any services or supply, or interruption or curtailment of use of the premises.
15. The Hirer must ensure that they only let into the building, those people attending the premises for the Hirer's purposes. If Centre staff are not present, the Hirer should ensure that the main door is locked at all times apart from when letting people in and out of the building.
16. The Hirer shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by the Centre.
17. The Centre can refuse hire if it is considered the hirer or their invitees do not comply with the Centre's purpose, aims and values.
18. No alcohol is to be brought onto the premises, or sold or consumed within the premises. Additionally, no alcohol is to be consumed or sold by Hirers themselves nor any person using the premises for their purposes in the car park area; the patio area; the Multiple User Games Area (MUGA); and/or near the Costcutter store adjoining the Centre.
19. Activities facilitated by an evening hire must end by 10.30pm and the premises vacated by 11.00pm. Half an hour is allocated to allow hirers to clear away and leave the premises.
20. One-off (non-regular) bookings will pay their hire fee in advance of their hire.

I confirm that I have read and accept the terms as above and I will be responsible for the use of the premises, the activities run, and equipment on the premises whether provided by the Centre or brought on to the premises by me.

Please Note: Your booking will not be confirmed until this signed booking form is returned with the £50 deposit. One-off (non-regular) bookings must also pay their hire fee in advance. Please also kindly give us 24 hours' notice if you wish to cancel a booking; we may deduct the value of the hire price if no notice is given, as any unused bookings will have prevented someone else from using Exwick Community Centre.

Signed:

Date:

Name:

Capacity:

For IE Office Use Only:

Booking Reference No:			
£50 Deposit Received?	<input type="checkbox"/> Yes	Date:	Transaction Ref:
Payment Received?	<input type="checkbox"/> Yes	Date:	Amount: £
Invoice Sent?	<input type="checkbox"/> Yes	Date:	Invoice No:
Deposit Returned?	<input type="checkbox"/> Yes	Date:	