

Cottenham Community Centre

Facilities Booking



I/we wish to book facilities at Cottenham Community Centre (CCC).

Name:

Group/Club: (if applicable)

Address:

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Email:

Telephone/Mobile:

Booking Details

Booking date: (include day, date and year)

Booking time, From: To:

30 minutes set-up and tidy-up time is provided before and after your booking free of charge. If additional time is required, please include this in your booking period.

Type of function:

Facilities required: (see next page)

Special requirements / notes:

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Please return completed forms to:

Cottenham Community Centre, 250A High Street, Cottenham, CB24 8RZ.

Cottenham Community Centre Facilities

1. Main Hall: **£20 per hour** for classes or community events.
2. Main Hall and Rear Kitchen: **£30 per hour** for private parties.

An additional charge of **£15 per session** applies when preparing hot food (gives access to the cooker).

3. Studio (located upstairs): **£16 per hour**.
4. Coffee Shop: **£32 per hour** for private parties & similar events, **£25 per hour** for classes or community events.

Note: Hiring restrictions apply to this space, check with CCC.

Discounts apply for members (10%), for regular hire (10%) and for single bookings of 3 hours or more (10%). Check with CCC for discounts that may apply to your booking.

Hirer's undertaking

I/We hereby apply for use of the facilities as indicated on this form.

I/We have read, and agree to abide by, the letting regulations outlined on this form and detailed on the CCC website. I/We accept responsibility for the observance of these regulations and indemnify Cottenham Community Centre against any loss or damage arising from this letting.

I/We undertake to make payment in advance of use of the facilities.

Agreed Charge:

Signed: (Hirer)

Date booking made:

Cottenham Community Centre

Lettings Regulations – Shortform Version

1. Applications for the booking of facilities at Cottenham Community Centre must be made using this form.
2. A deposit of £50 will be required for one-off bookings or when alcohol is sold or supplied.
3. Bookings may be cancelled by the hirer by giving at least fourteen days' notice in writing.
4. The hirer will be responsible for the cost of rectifying any damage to the building, furniture or other property that occurs during the period of hire.
5. The facilities shall be left in a clean and tidy state to the standard prior to hire.
6. **CCC cannot accept responsibility for any loss, damage or accidents occurring during use of the premises.** Particular attention is drawn to the following:
 - a. Doors giving access to the street must be kept closed at all times when not in use. Particular care is required with the push button operated hall door; Children must be supervised at all times in this area.
 - b. Care should be taken when handling heavy/bulky objects such as furniture.
 - c. Fire exit routes must not be blocked or restricted.
7. **No hirer may bring, sell or supply alcohol on the premises.** CCC may be able to supply alcohol for your event with certain restrictions; please specify your requirements when you submit this form to enable us to make the necessary arrangements.
8. The hirer must familiarise him/herself with the location of all fire exits and fire fighting equipment and must observe any fire alarm.
9. Rear Kitchen. This semi-commercial kitchen contains equipment and risks not normally found in a domestic kitchen. We consider that it is an unsafe environment for young children (guideline: under age 10) even with supervision.
10. CCC holds a licence covering entertainment activities including performance of live and recorded music, exhibition of films, performance of dance and performance of a play. CCC also holds a license from PRS for Music relating to copyright associated with live and recorded music.

11. The hirer confirms that they are aware of the Child, Young Person & Vulnerable Adult Protection Policy of CCC and will undertake to ensure that they work within it.
See: <https://www.cottenhamcc.org/charity/>
12. Materials to deal with spillages of liquids are available in the rear kitchen.
13. With the exception of Assistance Dogs, no dogs shall be brought into any part of the building.
14. No nails or fastenings of any kind shall be put into or onto any wall, partition or other fittings or furniture.
15. All electrical and other equipment brought onto the premises by the hirer or by third parties for use during the hire period remains their responsibility and must have a current PAT certificate.
16. Smoke machines, haze generators and similar equipment must not be used anywhere within the building. Use of candles should also be avoided; small party cake candles are acceptable.
17. A vehicle may be parked in front of the side entrance for the purposes of loading and unloading.
18. In general, any waste materials must be taken away following your event as the waste bins outside CCC have limited capacity.
19. SMOKING IS NOT ALLOWED in any part of the building.
20. Additional requirements specific to the nature of the booking or location booked may apply.
21. CCC reserve the right by notice to the hirer, to terminate any booking with due reason.
22. CCC reserve the right to refuse any application to hire facilities without giving a reason.

The full version of these letting regulations provides further information, details of the action to be taken in the event of FIRE and emergency contact details.

See <https://www.cottenhamcc.org/function-rooms/> Please refer to this ahead of your hire.

Please leave the premises quietly at all times.

**The Community Centre has close neighbours;
please avoid disturbing them.**