

City of Lincoln Council

Recreation Services

City Hall, Beaumont Fee

Lincoln, LN1 1DF

01522 873502

recreation@lincoln.gov.uk

EVENTS/ PARTY: Community Centre Booking Form

**Please read CONDITIONS OF HIRE carefully before you complete the hire agreement.**

**HIRER DETAILS**

|  |  |
| --- | --- |
| Company Name |  |
| Contact Full Name |  |
| Address |  |
| Telephone Number |  |
| Email |  |

**TREASURER/INVOICE DETAILS (if different)**

|  |  |
| --- | --- |
| Company Name |  |
| Contact Full Name |  |
| Address |  |
| Telephone Number |  |
| Email |  |

|  |  |
| --- | --- |
| **Purchase Order Number\*** |  |

\*(Provide to Recreation prior to invoicing, cannot be added to retrospectively)

**Please select the Centre, Room, Activity and equipment you would like:**

|  |  |
| --- | --- |
| Grandstand |  |
| Bud Robinson |  |
| Moorland |  |
| St Giles |  |
| Sudbrooke Drive |  |

|  |  |
| --- | --- |
| Main Hall |  |
| Large Meeting Room |  |
| Small Meeting Room |  |
| Weighing Room *(Grandstand only)* |  |

|  |  |
| --- | --- |
| Wi-fi |  |
| Flip-chart |  |
| White board |  |
| Projector |  |
| Music |  |

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| **Number of people at the event** |
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**Please describe the purpose of hire (including age for birthday parties)**

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Do you have Public Liability Insurance? (if so please provide a copy)

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Do you have Risk Assessments? (if so please provide a copy)

Date(s) of event

\*\*The times should include setup and clearing away times of your function.\*\*

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| --- | --- | --- |
| **Date(s)** | **Start time** | **Finish time** |
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Please be aware bookings can only be made up to 13 weeks in advance from the date the form is submitted, not the first date of hire, in blocks of up to 13 weeks.

Charges

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Will you be charging an entrance fee or membership fee? If yes, please specify

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Will you be generating any other income for the booking? Raffle, stalls etc. If yes, please specify

**DBS**

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Are there any disabled members at your function? \*

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Are there any young and/ or vulnerable people? \*

\*If unaccompanied by a parent, carer or guardian please provide proof of DBS to Recreation

**Do you intend to have any of the following during your booking *(tick all that apply and provide names of businesses if known):***

These documents must reach us a minimum of 5 days prior to the event taking place.

\*\*All external providers should provide proof Public Liability insurance\*\*

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| --- | --- |
| Bouncy Castle **(PIPA/ADIPS/RPII certification required)** |  |
| Disco: lighting, music, speakers **(PAT certificate required)** |  |
| Music: ipod/radio/ mp3 player **(PAT certificate required)** |  |
| Clown/ Stilt Walker/ Face Painting/ Entertainer **(Public Liability required)** |  |
| Other (please specify) |  |

**Food and catering**

If you will be using the kitchen facilities at the centre to prepare and/or cook food you must get prior permission from the Council. Please refer to our ‘Terms and Conditions of Hire’ document for details.

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Will you be cooking and/ or providing catering to the group? If yes, provide details

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|  |

If using a 3rd party caterer please provide Company Name and contact details

Electrical equipment

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Will you be using any electrical equipment in the centre? If yes, please specify

(provide PAT to Recreation)

**It is the responsibility of the hirer to arrange all adequate qualified First Aid cover for their group and to ensure that first aid kits are provided and ready for use where necessary.**

If you have read and agree to the Conditions of Hire, please sign

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**Customer Signature** **Date**

The City Of Lincoln Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see: **http://www.lincoln.gov.uk/datamatchingstatement**