

LAINDON COMMUNITY ASSOCIATION

NOTES FOR HIRER

LETTINGS AT THE CENTRE'S DISCRETION

The Association shall have the absolute discretion as to hiring of the Laindon Community Centre and reserve the right to refuse payment for the hiring charge other than in cash.

DEPOSIT (NON RETURNABLE)

All room bookings must be accompanied with a £50 non-refundable deposit. The balance of the hire charge is due a month before the date of hiring.

RETURNABLE BOND

All functions require a returnable £100.00 deposit in cash, which must be paid before the function to cover any incidental damages. This will be returned during the week following the function after acceptable inspection of the facilities. Management reserve the right to cancel bookings if these conditions are not adhered to.

FUNCTION CLOSING TIMES

The bar shuts 11pm prompt. Strictly 20 minutes drinking up time. Music must be off by 11.20pm and all guests be vacate the building by midnight.

ALCOHOL CONSUMPTION

The provision of alcoholic refreshments at the Laindon Community Centre will be undertaken by staff employed by the Centre. No other alcohol may be consumed on the premises or bought into the Centre. If you wish to supply your own wine corkage will be charged at £2.00 per bottle. Underage drinking will result in your event being closed down without prior warning. ID will be asked for persons looking under 21. All 18th and 21st parties must be family functions with equal numbers of adults and under 18's.

CHILDREN'S PARTIES

All children's parties must be concluded by 6pm at weekends and 10pm on weekday evenings.

INSURANCE

The Centre provides certain insurance cover in respect of its own building, furniture and fittings. The hirer's attention is particularly drawn to the fact that the insurance so provided does not extend to goods, equipment or other things other than those provided in the Laindon Community Centre by the Centre. It may be advisable for certain hirers to obtain additional insurance to that mentioned above.

SMOKING

Due to the smoking ban you cannot smoke inside the building or in our car park, if you or your guests wish to smoke you will have to do so in our beer garden.

The hirer is responsible for ensuring that children do not run around the foyer or corridors

PREPAID BAR SERVICES

If you require a 'Bar Tab' we must be notified before the day of the function and all services require pre-payment in cash before the dispensing of any drinks can be undertaken.

CREDIT CARDS & CHEQUES

Please be aware that we do not accept credit or debit cards for payment. Cheques are acceptable for payment of booking and hire fees when payment will clear prior to your event/function. All payments made within 1 week of a function (including prepaid bar facilities) must be made in cash.