



**ENDERBY PARISH COUNCIL**  
**CIVIC CENTRE, KING STREET, ENDERBY, LEICESTER, LE19 4NT**  
**Tel: 0116 2753711**

**Email: [Bookings@enderbyparish.org](mailto:Bookings@enderbyparish.org)**  
**Website: [www.enderbyparish.org](http://www.enderbyparish.org)**

**CIVIC CENTRE & ST JOHN'S COMMUNITY CENTRE**  
**BOOKING FORM**

I, (Mr/Mrs/Miss/Ms) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

on behalf of (Group Name, if applicable) \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile Phone No. \_\_\_\_\_

Email address \_\_\_\_\_

I hereby apply for the hire of (tick choice):

St John's Community Centre  Civic Centre

Please select which Halls in the Civic Centre you wish to hire:

Large Hall  Combined Halls  Small Hall  Council Chamber

on the following days/date(s) \_\_\_\_\_

Times from (8am earliest) \_\_\_\_\_ to (Midnight latest) \_\_\_\_\_

***(the times of your booking must include time for setting up and clearing away)***

Type of Event/Function/Group: \_\_\_\_\_

1. Do you require the use of the kitchen? Yes/No
2. Do you wish to hire the crockery (Civic Centre only)? Yes/No
3. Do you require the use of the stage (Civic Centre only)? Yes/No  
***(please note this will reduce the numbers permitted into the hall)***
4. Are outside caterers to be used? Yes/No
5. Will you be bringing in a bar from outside? Yes/No
6. Is a copy of an occasional Licence attached for this function? Yes/No

7. Do you require use of the Parish Council's Bar?

Yes/No

8. Name and address of publican who will provide bar facilities (If applicable):

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9. Name and address of outside caterers (If applicable):

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10. The maximum number of persons using the Hall will be \_\_\_\_\_  
(see below for numbers of persons permitted)

**I HEREBY AGREE:**

1. To abide by and confirm to the conditions and regulations relating to letting, (a copy of which I have read) in the event of the application being approved, and also to comply with the conditions subject to which the hall is licensed for Public Entertainment.
2. To indemnify Enderby Parish Council against the consequences of any unauthorised performance of copyright work during the use of the halls.
3. To pay the cost of making good any damage caused to halls, furniture and fittings.
4. To pay the additional rent due if I fail to vacate the premises at the time reserved.

**Signature** \_\_\_\_\_ **(Hirer) Date** \_\_\_\_\_

*By signing this form, you consent to Enderby Parish Council holding your personal data for the purpose of following up your enquiry and authorise the Council to contact you in order to process your booking. Please refer to the Council's Privacy Notice for further information: <http://www.enderbyparish.org.uk/uploads/general-privacy-notice---adopted-14th-march-2018.pdf>*

**IMPORTANT PLEASE NOTE:**

1. If applicable, copies of your Public Liability Insurance, Disclosure and Barring Service (DBS) and Portable Appliance Testing Certificates should accompany the booking form.
2. The Council does not permit bouncy castles, indoor or outdoor fireworks, smoke machines or candles.
3. The Council does not permit events/parties for the age range 13 – 21 years.
4. The Council can accept cash, cheque or BACS payments for hire charges. The deposit must be paid separately by cash or cheque. Cheques should be made payable to Enderby Parish Council.

**Details for BACS payments:**

Barclays Bank PLC  
Account Number: 70355798  
Sort Code: 20-49-08  
Reference: Your name/Group Name

5. Weekend bookings at the Civic Centre are dependent upon staff availability to open and close the premises.
6. All bookings are covered by the Council's Hirer's Liability Insurance Policy.

**COMPLETED & SIGNED BOOKING FORM TO BE RETURNED TO THE CIVIC CENTRE**

## HIRER TO RETAIN FOR INFORMATION



# ENDERBY PARISH COUNCIL CIVIC CENTRE & ST JOHN'S COMMUNITY CENTRE HIRE CHARGES

### Please note for all venues:

- There will be a minimum 3 hour period of hire/3 hours charged for all parties & functions.
- The hirer will need to provide their own cleaning equipment (tea towels, clothes etc), cleaning products, cutlery, pots & pans.
- Hire times for all venues is 8am to midnight.

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### CIVIC CENTRE HIRE CHARGES

<b>Occasional Use Monday to Sunday</b>	<b>Large Hall</b>	<b>Small Hall</b>	<b>Combined Halls</b>	<b>Council Chamber</b>
Hourly Rate	£18.50	£17.50	£26.50	£17.50
<b>Regular Use Monday to Sunday</b>				
Hourly Rate	£13.00	£12.00	£21.00	£12.00

### **KITCHEN CHARGES**

£10 for use of kettle & cups on bookings over 3 hours.

£25 for full use of the kitchen; urn, fridge, oven, microwave, crockery etc.

### **CARETAKER CHARGES APPLY AT CERTAIN TIMES**

A caretaker charge of £18 to open/close the venue will be applied on bookings after 3pm on Friday, all day Saturday and Sunday (before 10pm). For caretaking required after 10pm Monday-Sunday a charge of £12 will be applied to all bookings. For example: -

**Weekday** - Where the Caretaker is required to close after 10pm a £12 charge will be incurred.

**Weekend** - Where the Caretaker is required to close after 10pm a charge of £30 will be incurred.

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### ST JOHNS COMMUNITY CENTRE HIRE CHARGES

<b>Occasional Use Monday to Sunday</b>	£21.00 per hour
<b>Regular Use Monday to Sunday</b>	£10.50 per hour

All hire charges for St Johns include the use of the kitchen. **Kitchen facilities include:** kettle, oven, hob, fridge and a small amount of crockery. Hirers will need to provide their own crockery (if more needed), cutlery, cleaning cloths and cleaning products. A full list of can be obtained from Enderby Parish Council by contacting the office (details above).

**Tables and chairs** are also available for use and stored in the cupboard at the back of the hall. All tables & chairs should be returned to the cupboard after use.

\*Senior Citizen rate applies to events specifically held for people aged 65 or over & not the age of the person hiring the hall.

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### DEPOSIT

A deposit of £200 is required for all occasional bookings as a separate payment (Cash or Cheque only). The deposit is not banked but held over and returned to the hirer following a satisfactory inspection of the hall. The deposit will be used to cover costs of any repairs, cleaning or non-payment of fees.

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### CARETAKER

Contact details for our caretakers are on the notice boards in each venue. Should you have a problem during your hire, please contact the Caretaker in the first instance.

## HIRER TO RETAIN FOR INFORMATION



# ENDERBY PARISH COUNCIL CIVIC CENTRE & ST JOHN'S COMMUNITY CENTRE HIRE TERMS, CONDITIONS AND REGULATIONS

## 1. APPLICATION FORM

All applications for the hire of the Civic Centre or St John's Community Centre must be made on the attached booking form and sent to the booking clerk at the Civic Centre at the address shown on the form.

### **Hire Exemptions:**

- The Council does not permit the Civic Centre or St John's Community Centre to be used for Youth Clubs, Play Groups, Organised Disco's, Political Headquarters or Political Committee rooms. It will not be available for hire for parties/discos for any individual or group within the age range 13 years to 21 years.
- Bouncy Castles, smoke machines, indoor/outdoor fireworks (including sparklers), candles are not permitted.
- The kitchen at the Civic Centre may be hired separately at the Clerk's discretion.

## 2. HIRE CHARGES

The hire charges are as set out on the attached sheet. The hire charge and the deposit (if applicable) are to be paid when the booking is made and the accommodation will not be deemed booked unless these charges have been paid. There is a minimum booking of 3 hours for party/function bookings.

The Council reviews hire charges, terms and conditions on an annual basis. It therefore reserves the right to alter, at any time, the scale of charges. The charge to be paid for by the hirer, for the use of the accommodation, shall be in accordance with the scale of charges in operation at the date on which the accommodation is used.

## 3. DEPOSIT

A deposit of £200 will be required for all occasional bookings. This deposit will be returned in full after the event less the cost of repairing any damage, any additional cleaning necessary and/or if the premises are not cleared by the time the hall is booked to finish.

**NOTE – IF THE PREMISES ARE NOT CLEARED BY 12 MIDNIGHT THE £200 DEPOSIT WILL BE FORFEITED IN FULL.**

## 4. CANCELLATION OF LETTING

If the hirer cancels with less than 2 weeks' notice, the booking charges shall be forfeited unless the accommodation is re-let on the particular date or dates. If the new hire is at a charge more than the hire cancelled, the difference will be refunded to the hirer or credited back to their account in the case of regular hirers. Any deposit paid will be returned to the hirer.

The Council reserves the right to cancel any booking, if, in its opinion, this proves to be necessary. If any booking is cancelled, the hire fees will be refunded, but the Council will not be liable to pay compensation to any person in respect of such cancellation.

Should the Council, before a function commences, consider that it is likely to prove to be an objectionable and/or of undesirable character it shall have full power to cancel the booking and return the hire fee and shall not be liable to pay compensation.

## 5. CLOSURES

Then Civic Centre and St Johns Community Centre are closed to hirers on Bank Holidays, Bank Holiday Weekends and the period between Christmas and New Year.

The Civic Centre and St Johns Community Centre will also close to hirers when they are required to be used as polling stations

## 6. SEATING

All arrangements relating to the placing of seats, means of ingress and egress, including gangways, shall be under the control of the Council.

## NUMBER OF PERSONS TO BE ADMITTED

Seating Arrangement	Large Hall	Small Hall	Council Chamber	St Johns
Closely seated	120	85	20	100
Tables & chairs	90	60	20	80
Tables & chairs with dancing	75	-	-	80
Disco Dancing	75	-	-	80
Ballroom Dancing	60	-	-	60

### 7. CORRIDORS AND LOBBIES

Corridors and lobbies will be kept clear of furniture or any other thing at all times so that escape in the case of fire is not obstructed.

### 8. DAMAGES ETC.

The hirer will be responsible for the cost of making good any damage caused and/or of replacing any furniture and/or fittings lost or missing from any part of the building.

### 9. CLEANING

The hirer shall be responsible for cleaning the crockery and any kitchen equipment (cooker, sink etc.) after use and must leave the accommodation used in a clean and tidy state. Failure to comply with this condition could result in the hirer paying additional costs for any cleaning undertaken by the Council. (NOTE – All hirers must allow an adequate period for cleaning at the end of each function and this will be part of the hiring time).

***All rubbish shall be cleared and taken away by the hirer.***

### 10. CONDUCT OF PATRONS

The hirer shall be responsible for the proper conduct of persons using the accommodation and shall be in charge of and upon the premises for the whole time the premises is open. Should any person act in such a manner as to cause annoyance or inconvenience to other persons, the hirer shall take all necessary steps to deal with the offender.

### 11. RIGHT OF ENTRY

Persons duly authorised by the Council shall have the right of entry at all times to all parts of the building when a use is taking place. Police Officers on duty and any authorised Officer of the Leicestershire Fire Service shall also be admitted free at any time.

### 12. LOSS OF PROPERTY

The Council will not under any circumstances accept responsibility or liability in respect of any damage to, or loss of, any property, articles or things whatsoever placed or left upon the premises by the hirer or for his use or purpose.

### 13. LICENSED BARS

Applications for Occasional Licenses for a bar may be made by the hirer provided prior notice is given to the Booking Clerk. All bars must close at least 30 minutes before the end of the function. (NOTE: In the event of any play or similar entertainment taking place, no wine, beers, spirits or liquors shall be sold or consumed on the premises except with the prior written approval of the Licensing Authority).

### 14. FIRE RISKS

The hirer must notify the Council at the time of booking of any factor, which involves extra fire risk. In case of fire the building must be evacuated immediately and the fire should be reported to the Fire Service by Dialling 999.

It is most important that the hirer of the premises ensures that they familiarise themselves with the means of escape in the event of a fire and also, the location of the fire extinguishers. They must also exercise supervision of all users of the centre and especially those working in the kitchen area. Please read the Emergency Evacuation Plan for St Johns Community Centre, using the following link:

<https://www.enderbyparish.org.uk/st-johns-community-centre-packho.html>

## **15. PUBLIC LIABILITY & CHILD SAFEGUARDING**

Where a regular group involves members of the public attending, the hirer will be required to produce a copy of their Public Liability Insurance which should accompany the booking form.

Where a regular group involves minors, the hirer will be required to produce a copy of their Disclosure Scotland which should accompany the booking form.

## **16. ELECTRICAL FITTINGS**

No electrical fittings or appliances may be altered, removed or interfered with in any way. Any additional fittings or equipment/appliances can only be installed/used with prior approval of the Council in writing.

All appliances brought into the Civic Centre should be PAT tested. PAT certificates should, if applicable, accompany the booking form.

## **17. KITCHEN HEALTH, SAFETY & HYGIENE**

Cooking may only be done using the Council's electrical appliances. The hirer shall, if preparing food, serving or selling food, observe all relevant food health and hygiene regulations.

In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

The making of hot drinks is not permitted in any room other than the kitchen.

The Council cannot guarantee the exclusive use of the kitchen unless all the halls have been hired.

The kitchen must be left in the clean and tidy condition in which it was found.

## **18. ENTERTAINMENTS**

**Gaming, betting & Lotteries** - The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

**Licensable activities** – The hirer shall ensure that a Performing Right Licence is held, which permits the use of copyright music in any form e.g. record, compact disc, tapes, television or by performers in person. If other licences are required in respect of any activity, the hirer shall ensure they hold the relevant licence.

## **19. CATERING/BAR**

Caterers, contractors and others ordered to supply refreshments will be required to observe such reasonable instructions as may be given to them on behalf of the Council.

## **20. NEW (REGULAR) ACCOUNTS**

Regular users (new accounts) will pay the first 6 weeks of hire in advance. At the end of that period they will be invoiced at the end of the month (as already applies to regular users).

## **21. COMPLAINTS**

Any complaints with regard to the management and control of the premises must be made in writing to the Clerk to the Council.

## **22. ADDRESS OF VENUES.**

### **Civic Centre**

King Street  
Enderby  
Leicester  
LE19 4NT

### **St John's Community Centre**

Packhorse Drive  
Enderby  
Leicester  
LE19 2RN