

# ROOM HIRE - BOOKING FORM

The Longley / The Whittick Room at The Orchard, Gleneagles Court  
Seminar / Committee Room at The Annexe, 103 High Street  
Post completed form to Premises, CCVS, The Orchard, 1-2  
Gleneagles Court, Brighton Road, Crawley, RH10 6AD  
or email copy to premises@crawleycvs.org



**Organisation**

**Hirer's Name & Tel No.**

**Hirer's Address**

**Date(s) & Time Req'd**

**Event Name & Purpose**

**Room Required** **Longley Room**   
*(The Orchard)* (up to 50 theatre style  
*(please tick)* 20 boardroom style)

**Whittick Room**   
(up to 10 persons)

**Other Facilities (chargeable)** **Internet**   
*(Please tick)*

**Projector**

*(The Tree Annexe)* **Seminar Room**

**Committee Room**

**Public Liability Insurance**   
*(delete as necessary)*

**Max Number of Persons**

**I have read and agree to abide by Conditions of Hire shown overleaf**

Signed   
*(On behalf of the Organisation named above)*

Date

## CONFIRMATION *(for CCVS office use only)*

Name of Organisation: .....

Date(s) and Time(s) req'd .....

Room/Equipment booked .....

**NB: This booking remains unconfirmed until this form is completed and signed by or on behalf of the hirer and returned to CCVS. Confirmation will be issued either by post, email or telephone.**

## **CRAWLEY COUNCIL FOR VOLUNTARY SERVICE**

Reg. Charity No 1094699

Company No 4488714

### **CONDITIONS OF HIRE**

**The Tree Annexe, 103 High St., Crawley RH10 1DD**

**The Longley and Whittick Rooms at The Orchard, Gleneagles Court, Brighton Road, Crawley RH10 6AD**

**Applications** for hire must be made on a booking form. The person by whom the form is signed must be over 18 years of age and shall be deemed to be the Hirer. CCVS reserves the right to refuse any application. The booking will be deemed provisional until confirmed by CCVS. **All applications are treated as first come first served.**

**Hire charge** - payment is due at the time of application unless otherwise agreed by CCVS. Fees available on request. Cheques should be made payable to CCVS.

**Cancellation** - In the event of cancellation or where changes to a confirmed booking arise then an administration charge of £5 may be made. If less than seven (7) days notice of cancellation is given the Hirer will be liable for 50% of the hire charges.

**Use of Premises** - must be confined to the uses set out in the booking form.

**Public Liability Insurance** - CCVS require evidence of Public Liability Insurance in the name of the hirer. Attach a current copy of your Public Liability Insurance Certificate to the booking form - or send it under separate cover prior to your booking. If you do not have P.L. Insurance, an additional fee at 10% of the hiring charge will be applied.

**Keys** – For access to The Tree Annexe the Hirer must collect building keys from CCVS at The Orchard, 1-2 Gleneagles Court. Keys may be collected between 9.30am and 4.00pm Monday to Friday only. For access to The Orchard keys must be collected from CCVS where the hire period is after 5pm Mon-Fri or anytime at weekends. Once issued keys become the responsibility of the Hirer and after use the Hirer must return keys to the CCVS office at 1-2 Gleneagles Court, Late return or lost keys will be charged, currently £25.

**Security** - the Hirer is responsible for ensuring that all windows are properly closed and locked and blinds are drawn and the premises secured on departure.

**Kitchen** - a hot water heater is provided, small amounts of cutlery and crockery are available - the kitchen should not be used for the preparation of food. Hirers should provide their own refreshments.

**Breakages** - must be reported to the CCVS office within 24 hours. Hirers undertake to indemnify CCVS for any damage - however caused - arising during or in respect of the period of Hire.

**Cleanliness and Tidiness** - Hirers are advised that furniture in rooms should be left in the same format as upon arrival. Rooms and any kitchen equipment or appliances are to be left in safe, clean and tidy conditions. Any misuse or costs incurred by CCVS in rectifying damage or lack of cleaning/tidying by the Hirer will be charged to the Hirer.

**Gambling is not permitted**

**Performing rights** - Hirers must comply with current regulations on use of copyright music or materials.

**The sale of alcohol is not permitted, nor is smoking permitted.**

**Car Parking** – At The Orchard for organiser / lecturer only, subject to availability. Parking at The Annexe is controlled by a third party on behalf of CCVS. If using this car park a permit must be displayed, permits available free from CCVS Premises Manager. Evenings and weekends unlimited parking available at either venue subject to availability and above conditions.