

## Leigh Park Community Centre – Hire Agreement 2026

<b>Hirer Name:</b>		<b>Telephone Number:</b>		
<b>Address:</b>				<b>Postcode:</b>
<b>Email Address:</b>				
<b>What are you hiring the Community Centre for?</b> (i.e., birthday party, anniversary, wedding, conference etc)				
<b>Date Required:</b>	<b>Hall Hire Time From:</b>	<b>To:</b>	<b>Total Number of Hours Required:</b>	
*FREE Hall Hire when using our catering/bar services £50.00 deposit <input type="checkbox"/>	Hall A Corporate Rate £27.00ph <input type="checkbox"/>	Hall B Corporate Rate £20.00ph <input type="checkbox"/>	Hall A Community Weekend Rate £22.00ph <input type="checkbox"/>	Hall B Community Weekend Rate £18.00ph <input type="checkbox"/>
*Ask us to email you our catering options <a href="mailto:office@lpccwestbury.org.uk">office@lpccwestbury.org.uk</a> or pop into the office for further information				
<b>Number of guests attending?</b>		<b>What time will guests arrive from?</b>		
Would you like use of our staffed licenced bar at no additional cost with 50+ adults attending events? <b>No</b> <input type="checkbox"/>			<b>Yes</b> <input type="checkbox"/>	
Not available for children's parties. No alcohol must be bought onsite without the permission of the Trustees with an additional fee payable. Free service with a minimum of 50 guests, if less than 50 guests a chargeable fee of £50 will be charged.			Please complete number of guests and time of arrival above	
Do you require a cleaner? (This includes, cleaning of halls hired, kitchenette and putting away of tables and chairs)			<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>£50 Fee</b>
Do you require rubbish disposal? (Rubbish <u>must not</u> be left onsite. If rubbish is found anywhere onsite you will be sent an additional invoice for disposal after your event)			<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>£25 Fee</b>
Would you like to sign up to our events email list? Your details for this booking or events will not be passed onto any 3 <sup>rd</sup> parties – General Data Protection Rules are displayed in the foyer, website & can be emailed upon request			<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Total cost of booking:</b>	£			
Payment is due with booking. Please return this form to:	Bookings, Leigh Park Community Centre, Leigh Park Way, Westbury BA13 3FN. Or email: <a href="mailto:office@lpccwestbury.org.uk">office@lpccwestbury.org.uk</a>			
<b>Payment Methods:</b>				
<b>Cash</b> <input type="checkbox"/>	<b>BACS</b> <input type="checkbox"/> (use surname & date of booking as reference) Account No: 79699715 Sort Code 55-70-31	<b>Debit/Credit Card</b> <input type="checkbox"/> <i>Via the office only, please note we are unable to take card payments over the telephone or by email</i>		
<b>Notes:</b>				
<p><i>Note: Person signing must be 21 years of age or over. A responsible adult (over 21 years) must be present throughout the period of hiring.</i></p> <p><b>Under no circumstances is alcohol to be consumed by any person less than 18 years of age.</b> I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate this agreement. Conditions of hire are available for reading in the foyer, by email request to <a href="mailto:office@lpccwestbury.org.uk">office@lpccwestbury.org.uk</a> or found online at <a href="http://www.lpccwestbury.org.uk">www.lpccwestbury.org.uk</a>. <b>All rubbish must be taken with you, a fee of £25 will be charged for any rubbish left anywhere onsite.</b> By signing below, you have read and agree to the conditions of hire.</p>				
<b>Signature of hirer as named above:</b>			<b>Date:</b>	
<p>Please note that the main kitchen is no longer available for public use due to the expansion of our catering and coffee shop facilities. A kitchenette is available for communal use and can be found next to the disabled facilities.</p> <p>Under Insurance rules, if this hiring is for Commercial Purposes, then the Hirer must ensure at least £5m (million) of Public Liability cover.</p>				

<b>For Office Use Only</b>	Amount of cash received:	£	Date
INVOICE NO:	Card payment taken:	£	Date
	BACS payment received:	£	Date