

DHARMA CENTRE

442 – 446 HERTFORD ROAD - ENFIELD – EN3 5QH - TELEPHONE: 07941060710

BOOKING FORM / RECEIPT FOR FUNCTION ROOM HIRE

NAME OF HIRER OR ORGANISATION:

ADDRESS: POST CODE:

TELEPHONE NUMBER: MOBILE:

EMAIL:

PLEASE PROVIDE PROOF OF ADDRESS {UTILITY BILL}, PROOF OF ADDRESS SHOULD BE WITHIN THREE MONTHS OLD AND PHOTO IDENTITY PASSPORT OR DRIVING LICENCE

PURPOSE FOR HIRE: NUMBER OF GUEST:

DATE OF BOOKING:

FROM:AM/PM TO: AM/PM – NUMBER OF HOURS

RATE OF HIRE PER HOUR: £

TOTAL COST FOR HIRE: £

REFUNDABLE DEPOSIT OF £ 300.00 CARD/ CASH (CARD CHARGES APPLY %) £

TOTAL HIRE COST TO BE PAID IN ADVANCE OR ON THE DAY BEFORE START OF THE EVENT BY CASH OR CARD: £

(DEPOSIT OF £300.00 TO BE PAID WHEN BOOKING THE FUNCTION ROOM AND WILL BE REFUNDED SUBJECT TO REPAIR COST FOR ANY MALICIOUS DAMAGES AND DAMAGE CAUSED TO FIXTURES, FITTINGS, FURNITURES AND EQUIPMENTS, OVERSTAY AND OTHERS)

ITEMS PROVIDED FOR THE EVENT:

NUMBER OF CHAIRS:

NUMBER OF TABLES:

OTHER ITEMS:

ANY SPECIAL REQUIREMENTS:

PAYMENT MADE BY CASH/ CREDIT CARD: £ DATE: SIGN:

PAYMENT MADE BY CASH/ CREDIT CARD: £ DATE: SIGN:

PAYMENT MADE BY CASH/ CREDIT CARD: £ DATE: SIGN:

DEPOSIT PAID: £ / COST FOR ANY DAMAGES: £ / DEPOSIT RETURNED: £

CASH /CREDIT CARD REFUND – DATE: SIGN: NAME:

PAYMENT CAN ALSO BE MADE BY BANK TRANSFER TO THE FOLLOWING ACCOUNT NUMBER: 80358819 / SORT CODE: 206058 REFERENCE "DHARMA CENTRE" AND YOUR ESTABLISHMENT NAME OR SURNAME

AGREEMENT SIGNED ON BEHALF OF DHARMA CENTRE:

NAME: DATE:

AGREEMENT SIGNED BY HIRER:

FULL NAME OF HIRER:

ALL PARTIES MUST SIGNED THE AGREEMENT AND BE BINDED TO THE TERMS AND CONDITIONS. THE MANAGEMENT RESERVES THE RIGHTS TO MAKE ANY CHANGES WITHOUT ANY NOTICES.

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TERMS AND CONDITIONS OF LET

1. All applications for the hire of Dharma Centre shall be made on the appropriate form. The Hirer shall sign the form and must be aged 18yrs or over. The facilities must not be used for purposes other than stated on the application form.
 2. Where an organisation is named on the application form, the organisation will be jointly liable with the Hirer under these conditions.
 3. In the event of cancellation by the Hirer of a confirmed booking, a cancellation charge will be made at the discretion of Dharma Centre Management.
 4. Hire charges will be in accordance with the pricing policy operating at the time of the let. **Overstay rate** will be £15.00 for each quarter part of an hour and will be deducted from the Deposit money.
 5. Hirers are responsible for maintaining good order and behaviour when using Dharma Centre Hall and due regard must be paid to other users and local residents. Music should be adjusted to a reasonable level so that it does not disturb the local area and loud music will not be tolerated after hrs of day / night.
 6. The Hirer shall leave the Hall in a clean and tidy condition.
 7. It will be the Hirer's responsibility to ensure that all equipment or property brought into the Premises are in safe and sound condition and complies with all relevant safety conditions. The Dharma Centre Management reserves the right to exclude any equipment or property Deemed unsuitable.
 8. **The Hirer shall be held responsible for all damage to the hall during the let and will be liable for all costs incurred to repair such damage.**
 9. a) Excluded activities include bouncy castles, contact sports, fireworks, no external or outdoor speakers to be used etc.
b) Hirers are strongly advised to ensure they take out suitable insurance to cover themselves for making good any damage or meeting a claim from an injured person at an event for which the organisers could be held responsible.
c) Without limiting any other aspect of these conditions the Hirer will indemnify the Dharma Centre Management from and against all actions and claims, including loss of properties Belonging to the hirer or users.
 10. It is the responsibility of the Hirer to familiarise themselves with the fire regulations. The hirer shall regulate admissions so that at no time is the maximum capacity set by Dharma Centre exceeded (maximum capacity – seated 200 otherwise Standing 250 people). To comply with current regulations on fire and safety, each event staged within the facility is required to be supervised by a designated person who will be responsible for the overall control of the function and in particular, for taking control in the event of an emergency. The individual must be present throughout the duration of the event.
 11. The Hirer shall commit no infringement of the copyright act. The Hirer will relieve the Dharma Centre Management from all claims and actions. The Hirer must accept the sole responsibility for their productions and performances and the unauthorised use of copyright is prohibited.
 12. The Hall is hired for Non-commercial use only, which is any type of social and cultural events.
 13. **Consumption of Alcohol in the Hall**
a) Hirers may hold events and celebrations among their family and friends and serves alcoholic drinks without charging them a fee.
 14. Dharma Centre Management will ensure compliance of the conditions of let and has the right to terminate or refuse admission at any time.
 15. Bookings by any school shall be under the supervision of the Head Teacher or delegated member of staff throughout the duration of the let.
 16. Special arrangements regarding deposits and supervision may be made, especially for bookings by anyone under age 25.
 17. All disputes, which may arise, shall be settled by Dharma Centre Management whose decision shall be final.
 18. There is no telephone line at the hall. We recommend the availability of a mobile phone for all functions.
 19. There will be NO SMOKING in any area of the hall and outside fire exits.
 20. **Food Safety**
 1. Hirers are required to ensure compliance with all relevant Food Safety Act, the Food Hygiene Regulations and any subsequent related regulations.
 2. Hirers are expected to familiarise themselves with the facilities available and to ensure that they are adequate for the purpose intended.
 3. Hirers will be required to remove all waste from the environs of the facility and where necessary make special arrangements for its removal with a licensed contractor before final vacation of the premises. Dharma Centre Management will charge the Hirer for the removal of excessive waste and cleaning of the Hall if left uncleaned.
- **Car Parking**
The car park in the front of the hall will accommodate *about 10* cars if they are parked sensibly. Additional parking along nearby side roads.

I confirm that I have read and understand the terms and conditions which can also be found on the website and are also displayed in the Hall and confirm I agree to comply with the terms and conditions.

Signature of Hirer

Date

Please keep a copy for your records.