



## Booking Form

All bookings must be made using this form. Please complete a separate form for each booking.

The Newsome Centre is run by volunteers for the benefit of local people, communities, partner organisations and businesses to be able to offer opportunities for all at an affordable rate. We are a not for profit organisation and all proceeds keep the centre operational.

Date & Times Required:

Date:

From:

To:

*Include any set up and/or clear up time you require and an end date unless this is a continuous booking then see T&C's.*

Type of event/ purpose of hire:

Tick which applies.

The booking is being made for:

- Business use  
 Private use (e.g. wedding, birthday)  
 Charity / not for profit use

Number of attendees:

Name of organisation:

*(if applicable)*

Charity number:

*(if applicable)*

### Contact Details

Person making the booking

Key contact during the event  
*(only complete if different)*

Name:

Name:

Address:

Address:

Telephone:

Telephone:

Email address:

Email address:

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## Finance

How are you paying?  
*(cash, BACS, is an invoice required?)*

Purchase order number *(if applicable)*:

Name, organisation and address where the invoice should be sent if different from the above:

## Additional Requirements

Any requirements for the room  
*(e.g. room layout)*

Other details for consideration  
*(e.g. attendees with special requirements, items brought and stored ahead or after the booking)*

## Refreshments & Catering

Please provide details.

Kitchen facilities are available.

Do you require refreshments or catering from local suppliers?

*If using an external catering company please provide a copy of their Food Hygiene Certificate at least 10 days before the booking.*

I acknowledge that I have made a booking with NEWSOME CENTRE for room/premises hire and I have received and understood the Terms and Conditions of Hire.

I further acknowledge that I am entering into a formal agreement with NEWSOME CENTRE.

Please sign below to agree and acknowledge the above statements:

Signed:

Print Name:

Date:

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## Room Hire Pricing Policy

We can be flexible with our pricing so we can respond to local needs. Newsome Centre is available for use by local groups and organisations and prices can be negotiated according to benefit to the community and capacity. Our current pricing structure for private functions and business use is below. Contact us for more information and to discuss your specific circumstances and needs.

Off-Peak                      08:00-17:00 - Weekdays

Peak                              17:00-24:00 - All days

*\*Times outside of these at the discretion of booking secretary.*

	Off-Peak	Peak
Meeting room only	<ul style="list-style-type: none"><li>Per hour - £20</li></ul>	<ul style="list-style-type: none"><li>Per hour - £30</li></ul>
Full venue	<ul style="list-style-type: none"><li>Per hour - £30</li></ul>	<ul style="list-style-type: none"><li>Per hour - £35</li></ul>
Private parties*	<ul style="list-style-type: none"><li>£180 for 6 hours</li></ul>	<ul style="list-style-type: none"><li>£200 for 6 hours</li></ul>
Block bookings	<ul style="list-style-type: none"><li>10 weeks = 10% discount</li></ul>	<i>(no refund for sessions cancelled)</i>
Charitable events/activities	<ul style="list-style-type: none"><li>20% discount.</li><li>Further Discounts or FOC if in partnership or within Newsome Centres' aims.</li></ul>	

All prices include use of toilets and kitchen for drinks preparation.

\*Gaining earlier access to decorate the room to be discussed with the booking secretary.

Amount payable for room hire

Other details about pricing

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## Terms and Conditions of Hire

- It is the Hirers responsibility to ensure they have their own public liability insurance and any other insurances required for the activity/ event/ booking.
- All users and leaders of groups should make themselves aware of fire procedures, exit routes and the assembly point and any necessary health & safety information or requirements.
- NEWSOME CENTRE reserve the right to cancel / move the bookings until payments as set out in these T&C'S have been received.
- All weekly continuous bookings will be booked up to and including the end of December each year. NEWSOME CENTRE will contact you to confirm the continuation of the booking during December.
- If the Hirer wishes to cancel the booking this must be done via the email at the top of this letter at least 14 days before the date of the hire. Failure to adhere to this condition will result in a full charge being made for the hire and any catering. All payments are non-returnable except as described in this paragraph and referred to in T&C'S below.
- The Hirer must ensure they do not exceed the capacity of the space booked. NEWSOME CENTRE, our staff and volunteers shall have the discretion and right to terminate an activity if capacity is exceeded.
- All invoices must be paid within a maximum 14 days of the invoice date or future bookings may be suspended or cancelled. Invoices are issued at the end of each calendar month.
- The hire fees and other charges are subject to annual review and therefore may change.
- If the Hirer wishes to store items or equipment before, in between or after hires, it should be stated clearly on the booking form. Items must be stored in such a place and such a manner as directed by our staff or agents working at the time and only for as long as is permitted by our staff or agents. It should be noted that all requests cannot always be accommodated, and storage does not form part of the Booking Agreement.
- Any equipment or property belonging or the responsibility of the Hirer and brought onto or left at the premises is at the Hirer's risk and no liability can be accepted for loss or damage, however caused. For the avoidance of doubt the Hirer's is responsible for insuring any equipment or property belonging or the responsibility of the Hirer whilst on the premises.
- No item or article which is potentially dangerous or unsuitable may be stored.
- Access to the premises will be arranged in accordance with the Booking Form. Any set up and clear up time required should be included. The Hirer shall during the hire period be responsible for the care and protection of the premises, the fixtures, fittings and contents from damage and the consequences of the behaviour of all persons (including children) using the premises during the period of hire. The Hirer is also responsible for ensuring that such persons leaving the premises during or following the hire do so in an orderly manner and in such a way as not to cause nuisance or annoyance to the occupiers of nearby residential premises.
- The Hirer shall inform NEWSOME CENTRE or email [contact@newsomecentre.co.uk](mailto:contact@newsomecentre.co.uk) within 24 hours of all damage (including accidental damage) to the premises or to the fixtures, fittings or contents. A charge may be made for repair or replacement. The premises should be left in a clean and tidy condition. All rubbish must be suitably disposed of in the outside bin.
- An additional charge will be made should the premises be left in an unsatisfactory condition or additional cleaning required. This will be deducted from any deposits or other monies held.
- No smoking is allowed inside the premises under any circumstances, smoking is permitted externally away from all doors and the hirer should ensure that persons smoking do not cause a nuisance.
- The Hirer should ensure that they hold appropriate insurance cover for the events / activity they organise. NEWSOME CENTRE will not be held responsible for any claims during the hire period.
- The Hirer is responsible for First aid arrangements and any necessary equipment during the period of hire; however, any significant accidents are to be reported within 24 hours to NEWSOME CENTRE or email [contact@newsomecentre.co.uk](mailto:contact@newsomecentre.co.uk)
- On street parking only. Hirers must ensure persons attending the premises do not obstruct local resident's access.

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- Any problems with the facilities the Hirer become aware of during the period of hire should be reported to NEWSOME CENTRE or email [contact@newsomecentre.co.uk](mailto:contact@newsomecentre.co.uk)
  - NEWSOME CENTRE reserves the right to cancel a booking in the event of exceptional circumstances or matters beyond the full control of us. In such an event a full refund of any payments paid will be made.
  - NEWSOME CENTRE reserves the right to decline any request to hire the premises at its own discretion and without need for or being required to provide an explanation.
  - NEWSOME CENTRE staff or our agents shall at all times have the absolute right to request individuals and/or groups leave the premises immediately should in their opinion the behaviour or actions be considered inappropriate or dangerous. Failure to comply will result in further action.
  - Any charges made which have not been notified in the Confirmation of Booking letter will be those ruling at the time the booking takes place.
  - If applicable, the hirer is responsible for leaving the kitchen in a clean and tidy state. Any cleaning and/or replacement crockery required to bring the kitchen to an acceptable standard will be charged to the hirer or deducted out of any deposit paid.
  - Rooms and the premises must be vacated promptly at the end of the booking/ session.
  - All information on this booking form is confidential and will only be used in connection with your booking.
  - Data Protection Act 2018. The information you provide to us is necessary for project management, development and audit and will be used for NEWSOME CENTRE those purposes only.
  - Any disputes regarding bookings, requests for hire or deductions shall be referred to the committee whose decision shall be final.

Party Bookings. Please see additional terms and conditions:

- Bookings are not confirmed until a minimum of 50% of the hire fee has been paid.
- The full outstanding amount for hire and any bond (if) required must be paid in full 30 days before the event to secure the booking.
- Please note if a bond is required the bond is a minimum of £50 and has to be paid in CASH. Bonds will not be returned until 7 days after the event, less any necessary deductions as stated in these T&C'S.
- Full Payment must be made beforehand via BACS where possible

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If applicable, please insert details of your groups Public Liability insurance here:

Policy Number:

Insurance Company:

Date of Expiry:



- **No parking through the lychgate - UNLOADING / LOADING ONLY**
- No glitter
- Biodegradable confetti only (e.g. flower petal)
- No indoor fireworks
- No bare candles (except in cakes), candles must be in lanterns/vases

**Important – please refer to all detailed policies on the noticeboard**