



THE KGP CENTRE –BOOKING FORM

Please complete and return:

Date of booking:

Time of booking:

Room booked:

I would like to make the following booking. I have read and accept the Terms and Conditions of Hire of the KGP Centre and agree that these shall apply to my booking.

I enclose full payment for my booking plus £20 deposit to cover any damage caused and cleaning charges as necessary. I undertake to leave the room clean and tidy in the condition as found and to take all reasonable measures to prevent any damage to the facilities from occurring.

Signed: _____ Date _____

Address: _____

Please complete the following as appropriate:

I require use of the kitchen []

I require Tables

I require Chairs

***Please make all cheques payable to CROPS LTD, your name on the back of the cheque, and send to The KGP Centre, 163 Renown Street, Keyham, Plymouth, PL2 2DT**

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THE KGP CENTRE – SERVING THE KEYHAM COMMUNITY

TERMS AND CONDITIONS FOR THE HIRE OF THE KGP CENTRE BY PRIVATE INDIVIDUALS

Terms:

Charges:

Function rooms at the KGP Centre are available for hire at £15 per hour. The cancellation policy for our facilities is as follows:

- 4 – 7 days notice 50% of room charge
- 2 – 3 days notice FULL COST

Payment:

Payment must be made in full 4 weeks before the booking.

A deposit of £20 is also payable at the time of each booking to cover costs of;

- Repairs to any damage sustained at the Centre arising from the use of the facilities by the hirer or their party
- Cleaning / waste disposal costs if necessary

The deposit is fully refundable provided facilities are left in a clean, tidy, undamaged condition, all waste materials removed and the premises vacated on time.

Facilities:

The use of the kitchen is included within the hire cost **provided it has not already been booked by another group/individual**. There are also several tables and chairs available for use. **Please indicate your requirements regarding the use of the kitchen and/or tables and chairs on the attached form. Children should not be allowed in the kitchen.**

The park at the KGP Centre may be used by the hirer and their guests. Should the hirer or their guests wish to use the gardens they are advised that their use must not compromise the enjoyment of the other users and that an adult must supervise children at all times. Please note: for your children's safety, remember to close the gates when all your party have arrived. Parking is free outside on the street and if Party Organiser needs to drive in please **DRIVE 5 MILES PER HOUR** for safety reasons.

Conditions:

The use of all facilities at the KGP Centre is at the hirer's own risk. All users should behave in a manner conducive to their own personal safety and that of other users. The person named as the hirer of the facilities is responsible for ensuring the good behaviour of the members of their party.

The person named in the hire agreement is responsible for evacuating their party in the event of an emergency, and, if out of normal working hours of the centre staff, is also responsible for raising the alarm and informing the appropriate authorities.

If the booked event falls outside regular office hours, the hirer must ensure that the centre's doors are locked to prevent access to unauthorised persons. Should the hirer not wish to take this responsibility, they may request staff to cover for their event. The hirers are responsible for ensuring that the centre is vacated on time and left in a clean, tidy, undamaged condition with all waste produced by their event, removed. Failure to comply with this condition will result in a partial or complete retention of the deposit sum.

The sale of alcohol on the premises is absolutely prohibited. Hirers may bring alcohol into the building for private consumption. However, the managers of the Centre would like to reiterate that it is hirer's responsibility to ensure good behaviour of the members of their party.

Facilities: The KGP Centre is an environmental project and therefore has no facility available for the disposal of Nappies Please take them away with you.

Smoking in the building is absolutely prohibited. 2 Ashtrays for smoking outside the building are provided on the walls of the centre. 1 in the decking area at the rear of the building and 1 at the front of the building near the entrance on the wall. Please ensure you use the ashtrays provided.

SORRY, NO SMOKE MACHINES ALLOWED AS THIS SETS OF THE ALARM