



# THE CADBURY HALL, FRAMPTON



LAKE LANE, FRAMPTON-ON-SEVERN, Gloucestershire, G

## CADBURY HALL FACILITIES

### BOOKING FORM / HIRE AGREEMENT

The Frampton Community Association agrees to permit the Hirer the use of facilities within the Cadbury Hall, Frampton for the purposes and periods described below.

The Hirer agrees to observe and/or carry out the provisions and stipulations contained or referred to in the FCA documents listed below:

1. **Standard Conditions of Hire'** available on the website/downloadable sheets.
2. **Hirers - Conditions for the Sale and Consumption of Alcohol.**
3. **Hirer's Emergency Guide.**
4. **Food Safety Guidelines** available on the website/downloadable sheet.
5. **Bouncy Castle Conditions** available on the website/downloadable sheet.

The Hirer agrees to submit a **risk assessment** when booking (attached)

**AS WITNESSED** THE HANDS OF THE PARTY HERETO:

Signed by **the Hirer** on their behalf (and the Organisation/ Company named, if any)

(a) I confirm that I have read and understood, and will adhere to all the Conditions of Hire referred to above, especially those relating to alcohol.

(ii) I understand that I am liable for full payment of all fees due.

**Do NOT sign if emailing the form.** Signed: .....

Please print name: .....

Name of Organisation/Company, if any: .....

Signed by **the Bookings Secretary** (on behalf of FCA Executive Committee)

.....  
**General Data Protection Regulation & Data Protection Act.**

- The FCA collects and processes individuals' personal data to carry out the activities and obligations of the charity.
- Details of the personal data we collect, what we need it for, the lawful reasons why we collect it, and your rights concerning it are contained in our Privacy Notice, which you can download or see on our website home page or at <https://www.framptoncommunitycentre.org.uk/wp-content/uploads/2023/02/Data-Protection-Policy-10-Jan-2023.pdf>

<b>For FCA use only:</b>						Bar Fee	
Date form received		Booking Deposit		Security Deposit		FSSC notified of bar requirement	
Confirmation sent		Invoice Number		Total cost		Balance due	

**This Hire Agreement is made between Frampton Community Association and:  
The Hirer** (Min Age: 21)

Name: .....
Post code .....Email: .....
Contact Tel. No.....

**Facilities required** – please tick the relevant boxes

Main Hall		Upstairs Annexe <b>(1)</b>		Use of the stage	
Lounge		Meeting Room <b>(1)</b>		Use of audio equipment	
Kitchen		Bar area & Skittles		Alcohol bar <b>(2)</b>	
Other items, eg, bouncy castle or hog roast					

**Note 1:** Please be aware that there is no provision for disabled access to this area.

**Note 2:** it is a condition of hire that you adhere to all the requirements of the **Conditions for the Sale and Consumption of Alcohol**.

**Nature of Function** (e.g. Disco, Party, Craft Sale, Fundraiser etc.).

--

**Period of Hire:** (All functions must end not later than midnight, unless specially arranged at the time of booking.)

Day / Date of Hire			
Number of people			
Function Time	Session:	<b>or</b> Hourly: From	To
Preparation Time <b>(1)</b>	From:		

**Preparation Time: this only applies if the area has not been booked by someone else:**

*For a hire of a session – 1 hour free before and after hire period, then charged at hourly rate.*

*For less than a session – 30 mins free before & after hire period, then charged at hourly rate.*

**Hiring Fee** : A **booking deposit of 50%** (min £20.00, or the total amount if less than £20.00) is required to secure a booking, with the **balance paid at least a week before the event.**

Please pay by BACS if possible, failing that, then cash or cheque (BACS details: **Account number 2101 2290, Sort code 40-43-42**)

**Security Deposit:** A separate returnable **deposit of £75** in the form of a cheque is required.

**Please fill in all three pages of this form** and return them either (1) by post to the address above, or (2) put them (plus cash or cheque if not using BACS) through the letterbox in the first door on right-hand side of the hall, or (3) email them to [foscommunityassociation@gmail.com](mailto:foscommunityassociation@gmail.com).

Make all cheques payable to: **“Frampton on Severn Community Association”**. We will then send you a confirmation invoice/receipt of your booking.

# Frampton Community Association

## RISK ASSESSMENT FORM



***This form must be returned with your Booking Form which cannot be processed without it.***

***You may submit your own Risk Assessment form instead, should you wish.***

**Name of Hirer:**.....

**Will you be hiring in any services**.....

**Activity** Please indicate which description most reflects the activities of your event (child's party, anniversary party, etc) and include a short description

**Hazards associated with the above event**

- Please indicate (a) with a tick which of the following hazards are possible at your event, (b) whether they are high/medium or low possibility, and (c) how you will minimise each risk.
- Please assess whether there are any other hazards to guard against, and add them in below.

<u>Hazard</u>	<u>Yes/No</u>	<u>H/M/L</u>	<u>How you will minimise the risk</u>
Slipping & Tripping			
Electrical Equipment			
Vulnerable children			
Vulnerable adults			
Supply of alcohol to children			
Late Night Disturbance to local residents			
Loud Music / Noise Pollution			
Fire & Candles			
Flammable Liquids			
Scalding Water from taps or kettles			
Food preparation and serving			
Induction Hob in kitchen		H	No-one with a pacemaker allowed in the kitchen when the hob is in use
Use of Sharp Implements			
Hot Surfaces			
Bouncy Castles			
Use of Ladders			
Dangerous Equipment			

**Signed:** ..... **Date:**.....