



Please read this form carefully before you complete it, and return to:  
C&DCA, White Hill, Chesham, Bucks HP5 1AG Email: [info@whitehillcentre.org.uk](mailto:info@whitehillcentre.org.uk)

Date booking made \_\_\_\_\_

Name of organisation / person \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_

Tel no \_\_\_\_\_

email address (for invoice only) \_\_\_\_\_

Room(s) required` \_\_\_\_\_

Type of event \_\_\_\_\_

**FOR SINGLE EVENTS:**

Day and date \_\_\_\_\_

Time of event: from \_\_\_\_\_

am/pm to \_\_\_\_\_

am/pm \_\_\_\_\_

**FOR SERIES OF EVENTS (weekly, fortnightly, monthly or occasionally)**

Day of week: \_\_\_\_\_

Time of event: from \_\_\_\_\_

am/pm to \_\_\_\_\_

am/pm \_\_\_\_\_

Please list all dates, starting on: \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please show clearly all half-term breaks, holiday breaks, etc

Number of people attending the event \_\_\_\_\_

Please see overleaf for numbers allowed in each room. These numbers may not be exceeded and are to comply with fire regulations. Please observe the fire regulations displayed in the building.

Will there be music?  Yes  No PRS applicable?  Yes  No

If yes, please tick type:  Live  Disco  Background  Accompanying films or presentation

Do you require a bar?  Yes  No If 'yes' what time do you require the bar to open? \_\_\_\_\_

The bar will close at 11pm sharp. No extensions are possible under any circumstances.

Signature \_\_\_\_\_

Date \_\_\_\_\_

By signing you agree to all terms set out in this form and our 'Notes for all users of the building'.

### Room and hall charges

ROOM NO.	ROOM NAME AND SIZE	MON-FRI 9AM-6PM	MON-FRI 6PM-MIDNIGHT WEEKENDS 9am-MIDNIGHT	MAX. PEOPLE
1	Main Hall 69' x 22'	£18.25	£21.90	120
2	Tiered Room 23'8" x 20'6"	£12.05	£14.40	40
3	Exhibition Room: 19'10" x 19'6"	£9.90	£11.95	30
4	Committee Rooms (2): 15' x 9'10"	£14.40	£15.90	30
6	Downstairs Lecture Room 28'6" x 17'6"	£12.15	£15.25	50
7	Library 26' x 17"	£12.05	£14.40	25
8	Upstairs Lecture Room 39'4" x 18'2"	£13.30	£15.90	60
9	Upstairs Extension 21'6" x 20'6"	£9.20	£11.35	30
9A	Upstairs Lecture and Extension 60'10" x 18'2"	£16.45	£18.75	90

**Minimum hire of two hours at weekends only. Prices are per hour, or per session 4-hour where stated**

**Use of kitchen** Included in the prices quoted for the use of the Main Hall and Upstairs Lecture room. Crockery and cutlery are available for use.

**Badminton court** (members only): Main Hall, £9.00 per hour. Please bring your own rackets and shuttlecocks.

**Table tennis** (members only): Downstairs Lecture Room 6, £9.00 per hour in. Please bring your own bats and balls.

**Affiliation** A reduction of 20% in the total rental is also possible where 100% of an affiliated club's members are full members of the Association, on or before 1st November in any year.

**Performing rights** A small PRS/PPL charge will apply for any playing or listening to music during your booking.

### Membership fees for all regular users of the Centre

<b>SINGLE ADULT</b> (over 18)	<b>£8.00</b>
<b>OVER 60s</b>	<b>£6.00</b>
<b>JUNIORS</b> (under 18, or in full-time education up to age 21)	<b>£4.00</b>

**MEMBERSHIP FEE RENEWALS** These are due on or before 1st September every year.

We can now claim monies back through the Gift Aid Scheme on membership fees and donations. Please contact the office for the necessary form and further information.

### Please read these notes carefully

**You are responsible for seeing that you or your agents carry out any instructions.**

**Please give any outside contractors you employ a copy of these notes, including caterers.**

### General

- Please observe the fire regulations displayed in the building.
- You are responsible for setting out your room(s) and for returning all items to where you found them.
- Please note that there are limited cleaning staff and a volunteer force to care for the building – we do seek your co-operation, even though we know you are busy running your event. We hope the room(s) are clean and tidy for you on arrival; we would appreciate you leaving them in the same way.
- Please CLOSE all windows and doors after you have cleaned up, and re-open curtains and blinds unless asked not to do so in extreme cold weather.
- SWITCH OFF all lights when leaving your room.
- It is the responsibility of the Hirer(s) to ensure they have adequate insurance cover and that a child/vulnerable adult policy is in place so that only proper and fit persons have access to young children and/or vulnerable adults. The Association has its own policy if you would like a copy.

### Kitchen

- There is a kitchen on each floor, which you may use with the permission of the office at the time of booking. There is crockery and cutlery for both everyday and special function use; the former is available on open shelves and the latter by special arrangement.
- There are jugs, teapots, sugar bowls, kettles, tea urns and instant water-boilers in each kitchen, which you are welcome to use. There are some cooking trays and dishes, serving dishes and bowls, by special arrangement. There are NO saucepans, but two very large cook pots for soup etc. There are NO sharp knives or bread knives, boards or chopping boards at the Centre. Care should be taken of our kitchen surfaces please. If the gas cooker is used, please ensure it is turned off completely and left in a clean condition.
- There is a dishwasher in the downstairs kitchen that you are free to use.
- No children are allowed in the kitchen at any time.
- Please clean all utensils carefully and return to shelves and drawers; please clean up your room(s) of all major debris – brooms, dustpans and mops are available on both floors; please ask their whereabouts.
- All rubbish should be removed from the kitchens and rooms to the dustbin near the front gates, or to your own dustbins at home. Please do not leave boxes and bags for us to remove. This may incur a charge.

### Main Hall

- Please do not move the stage without permission, or drag it across the floor. Chairs should be stacked in 10s in the corner. There are 15 tables for your use – please return them to their place. Others are also available on request. Please sweep the floor of all debris; it can be dangerous if litter is strewn, or it is left sticky.
- You should not use or allow to be used in the Centre any electrical equipment that looks unsafe.
- We reserve the right to add an extra charge to your bill if unreasonable mess is left, such as broken glass, excessive spillage, unreturned tables and chairs etc. Any damage will be deducted from your deposit.
- It is the responsibility of the hirer to control the behaviour of their guests and the noise levels.
- No selling tickets on the door. Parties by invitation only, unless specifically authorised in advance.
- Performing Rights Society – if you are playing or listening to music there will be an extra small PRS/PPL fee. (incorporated in the fee for evening functions).

## Upstairs

- The Partition Doors will be left open or shut for you as required. Please leave these doors as you find them – they need very careful handling. Please return any chairs and tables to other rooms if borrowed.

## Bar

- Alcohol may only be consumed and/or sold in certain rooms and only by arrangement with the licensee. Please let us know if you require a particular drink to be stocked. Every effort is made to assist you in your requirements. UNDER NO CIRCUMSTANCES MAY ALCOHOL BE BROUGHT IN FROM OUTSIDE.
- Bar staff will refuse to serve alcohol to anyone they consider to be under the age of 18.
- The liquor and Licence conditions and the Licensing Act provisions must be fully observed (a copy of the Licence and the Licensing Act may be inspected).
- The Bar will stop serving promptly at 11pm. There will be a drinking up period of 20 minutes. All music and dancing must cease at 11.30pm and you must leave the premises by midnight.
- At least one representative of the licence-holder must be present, at no cost to the Association. The bar will be provided and manned by two or more staff of the Association.
- We are licensed premises so no alcohol can be opened on these premises apart from by official bar staff. Please call the office to discuss corkage. Bottles will be confiscated if these rules are not abided by.

## Terms of booking

1. Bookings are only confirmed once this form is completed, returned and accepted by office staff, AND a non-returnable deposit of 25% of the total estimated cost is paid within 14 days of the provisional booking.
2. The balance is payable no later than 2 weeks before the event. Also a refundable deposit of £200 is required for evening functions where a bar is required.
3. If the booking is terminated, payment will be required unless 24 hours notice has been given. If a bar has been booked, then one week's notice is required.. In exceptional circumstances, payment may be waived.
4. The hirer is deemed to be a member of the Association during the period of the hire.
5. This Association cannot accept liability for personal injury and loss of or damage to personal possessions or equipment belonging to members or visitors howsoever such injury, loss or damage may be caused. All persons and possessions are on these premises within doors or out of doors entirely at owners' risk.
6. The Association is a charity. Bookings cannot be accepted for activities, which would be in any way prejudicial to the charitable status of the Association.
7. The Association may vary these rules from time to time if it so requires.
8. Any information and contact details we request from you are strictly confidential, and will be used for the purpose of any membership and/or bookings only. It will be retained for as long as it is useful or current for the aforesaid purposes. Contact details of lapsed members will be retained for up to two years unless we are specifically requested to delete it before that term. Your information will not be distributed to any third party. In the event that you sign up to our newsletter via our website; please note that is a separate process to the provision of your details for the purposes of membership and/or booking.

**Signature**

**Date**

By signing you agree to all terms set out in this form and our 'Notes for all users of the building'.

<b>Cost of party incl. set up time</b>	<b>£</b>	<b>Deposit of 25% payable on booking</b>		<b>Date paid:</b>		<b>PRS</b>	
<b>Evening function 4pm-12am inc PRS</b>	<b>£200 (inc PRS)</b>	<b>Paid in full</b>		<b>Date paid:</b>		<b>PRS</b>	
<b>Refundable damage deposit</b>	<b>£200</b>	<b>Date paid</b>		<b>Date returned:</b>			