



Address / Registered office
Blackthorn Community Centre
Longmead Court
Blackthorn
Northampton
NN3 8QD

Company No: 7087848
 Charity No: 1107071

Tel: **01604 411166**
www.Growingtogether.org.uk
 Email: info@growingtogether.org.uk

Booking Form

Room	Normal Availability	Max Capacity (legal limit, please visit to confirm room size)	Cost per hour	Please indicate room required
Main Hall (including access to Garden, kitchen and toilets)	Mon – Fri 17:30 – 20:00 Sat & Sun All day	90 people	£26	
Youth Extension (including kitchen and toilet)	Daily 08:00 – 20:00	60 people	£28	
Training Room	Mon – Fri 17:30 – 20:00 Sat & Sun All day	10 people	£12	
Consultation Room	Mon – Fri 17:30 – 20:00 Sat & Sun All day	10 people	£12	
Full use of community centre	Mon – Fri 17:30 – 20:00 Sat & Sun All day	150 people	£50	
BGN Nursery (upstairs lounge)	Mon – Fri 08:30 – 16:00	8 people	£12	

Contact Name:	Telephone No: Mobile No:
Email Address:	
Name of the Organisation (if applicable):	
Charity Registration Number (if applicable):	
Address:	
Contact Name:	Telephone No: Mobile No:
Email Address:	
Purpose of Hire:	

Date	Time from	Time until
Number of people attending your event		

NB please note that these are the legal limits, we would recommend that you visit the room prior to hire to confirm capacity
All room bookings include chairs and tables available to the centre.

Payment information

Room Hire total	£
Deposit	£
Total	£

Please note:

Bookings will be invoiced during the month of hire and require a £30.00 non-refundable deposit.
Payment terms are 14 days from the date of invoice, and all one off events should be paid in full the week before event.

Accepted payments are cash or cheque made payable to GROWING TOGETHER.
Alternatively you can pay via bank transfer
Sort Code: 20-61-51
Account number
Please state booking date and hirer name where possible.

I have read and agree to observe the *Terms & Conditions of Hire and Building Security Policy.
I confirm that I am over 18 years.

Signature of applicant:	Date:
Position held in organisation (if applicable):	

For internal use only:	Ref:	
	Total:	
	Invoice Raised:	
	Payment Received:	Deposit Received:
	20% discount for staff and registered volunteers applied?	
	Signed:	
	Caretaker booked for opening Y/N closing Y/N	
	20% discount for staff and registered volunteers applied?	

Booking Terms and Conditions

- Please note that there is limited parking. Should your guests need to park, please be mindful of local residents and their need to access their properties.
- You must ensure when booking that sufficient time is allowed for preparation and clearing away. All property of the hirer must be removed from the premises at the termination of the booking and the premises left in a clean and tidy state. Please ensure that all rubbish is removed and placed in the bins provided. Should you stay over your time, we may invoice you for all or part of the additional hours of hire
- No alcohol for consumption or sale must be brought into the premises
- Only the area hired for use forms part of the contract and you are responsible for ensuring access is denied to all other areas.
- Please respect local residents living near the community centre and keep noise to a minimum during and when leaving your event.
- Growing Together Northampton will indemnify you for Public Liability only please indicate here if you wish to be added to the policy for the duration of your hire period only.
- It is the hirer's responsibility to carry out a full risk assessment on the activity taking place. Please refer to the HSE guidance on completing a Risk Assessment. <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>
- We understand that accidents happen and we ask that if any accidents / damages / spills etc occur that you complete our incident forms (stored on site). Any damages incurred during your booking may be charged and your deposit may be retained
Should someone be injured as a result of an incident, a further accident form will need to be completed.
- Should you need to evacuate the building or lock it down in an emergency, details of how to do this are contained in the Hirers Booklet (available on site) and evacuation routes are clearly marked within the building. It is your responsibility to ensure you read this thoroughly before your activity commences.
- All cleaning equipment will be provided and COSHH data sheets stored on site in the hirer's information folder. Should you decide to use your own equipment, we ask that you notify us in advance so that we can ensure that we adhere to current legislation.
- A minimum of 7 days' notice is required for cancellation of the booking, failure to do so will result in the full costs being recovered and deposit retained. Cancellation must be in writing / via email info@growingtogether.org.uk
- Please note that it's the hirer's responsibility to ensure at least 1 person is a trained First Aider as our first aid responsibilities are discharged upon hire
- Children must be supervised at all times and should remain in the room of hire unless accompanied by a responsible adult
- You must ensure all emergency exit routes are kept free from obstruction.
- Growing Together reserves the right to refuse admission to or evict any person from its premises.

- Photographs taken within the premises for private use only are acceptable. Those to be shared publicly in any way need prior consent from the Chief Executive.
- With the exception of assistance dogs, no animals will be permitted on to the premises
- All kitchen equipment is provided and appliances should be left in the condition they were found. Any food served on site is the hirers responsibility. Guidance can be obtained here <https://www.food.gov.uk/food-safety>