



PRIVATE PARTY BOOKING REQUEST

Please Return to: Craig Y Don Community Centre
Queens Road, Llandudno, LL301TE
Tel. 01492 871067 or Email: cyd.centre@btconnect.com
www.craigydondoncommunitycentre.org.uk
(April 2022)

Name and address of user:
.....
.....
.....

Telephone number:

Email Address:

Area

Main Hall only - (max adults 30) How many children expected? _____

Will you be arranging an Inflatable _____ Max height allowed is 5.5 metres.

Date you would like to use centre:

Times you would like to use centre: From: am / pm
(Please state your arrival & departure times)
To: am / pm.....

Type of party you are doing:
.....

Terms and Conditions of Use

- Any letting is undertaken at the hirers own risk. Craig Y Don Community Centre is not Responsible for any accidents or injuries incurred in or outside the agreed activity.
- Craig Y Don community Centre is not responsible for loss of or damage to, any personal Possessions brought into the Centre or in the car park.
- **Emergency Fire exits must be kept clear at all times.**
- Users are requested to leave the Centre, Rooms, toilets & Kitchen as they find them.
- Strictly **NO** alcohol to be brought in to the Community Centre, we are not licensed.
- **Strictly NO helium balloons whatsoever are permitted in the Centre (If found in the Centre, no deposit will be returned, AND YOU MIGHT BE ASKED TO LEAVE)**
- If **inflatable's** such as bouncy castles are used inside the Centre, you must ensure the owner has a valid public liability insurance of a minimum of £5,000,000 and you **MUST** provide the manager at the Centre with a valid copy of their public liability insurance certificate at least 14 days before the due booking date, otherwise the booking will be cancelled without notice.
- Craig Y Don Community Centre is not responsible for any injury caused on **ANY inflatable.**
- Strictly **NO** inflatable's, such as bouncy castles are to be used **OUTSIDE** of the building at any time on the Community Centre's land.
- **Strictly NO BALL GAMES whatsoever are permitted in the hall.**
- Strictly **NO** smoke machines are permitted, as this will set the fire alarm off.
- **ALL Users must remain in the Hall during their booking and must not allow children to run up and down the corridor, no-one is to congregate in the corridor or outside the kitchen door, there may be other users using the Centre during your booking, so we ask you to be mindful of other users.**
- Craig Y Don Community Centre will charge the hirer for any damages caused to the Building and/or its contents.
- Users are requested to check that all windows are closed before leaving the building.
- The named organiser is responsible for the room which must be used for the sole purpose stated.
- **ALL** rubbish must be taken away by the hirer, the use of our bins is not included in the price, and any rubbish **NOT** taken away will result in a **£10** charge being deducted from your deposit.
- Payment for all bookings will be required before bookings are confirmed. Payment must be made via bank transfer as cash is not currently accepted.
- The use of the kitchen is on a **shared basis** with other hirers of the Community Centre. Please ensure your things are **washed and put away** ready for the next user.
- **Users MUST drop the catch on the inner door at the main entrance once all participants are present. It is the user's responsibility to keep anyone who is not in their group out.**
 - **It must** be remembered that this is a Community Centre and people tend to drift in and out if the door is left open.
 - **Users must** not, at **any** time leave the building **unlocked** when vacating, should your booking end before a staff member has returned, it is your responsibility to ensure all windows are closed, lights have been switched off and the **catch** has been released on the inner door to ensure the building is **secure** before leaving it. Please remember, it is **your responsibility!**

Charges (These are for non commercial use and are under constant review)

Weekend – Saturday or Sunday

£65.00 per 4 hour Session (plus £30 deposit)

£50.00 per 3 hour Session (plus £30 deposit)

ALL BOOKINGS MUST BE PAID FOR IN ADVANCE

DEPOSIT

A £30.00 fully refundable deposit must also be paid at the same time as payment is made for the booking. This deposit is fully refundable in **CASH** at the end of the party providing the party have cleaned and left the room **AND** the kitchen as they found them, and have removed all waste from the site and not required the use of the Centres waste bins and any Caretaker/Management intervention.

- **Please do not try to enter the building until your booked start time, and you must, along with all your belongings/inflatable's etc have vacated the building by your booking end time (a £10 per 30 minutes or part thereof charge will be made for groups leaving after their booking end time.**
- **This fee will be deducted from your deposit.**

Agreement

I wish to book the Centre on the stated date(s) and times.
I have read and agree to all the terms / conditions set out above.

Please Note our Cancellation Policy:-

We require 30 days notice to cancel a booking. If cancelled within the 30 day period, no refund will be issued (with exception to the £30 deposit) If cancelled with over 30 days to the booking date, you will be issued a full refund and no fee will be incurred.

Signed:

Name in print:

Date:

Payment details

NAME – Craig Y Don Community Centre

BANK – HSBC

ACCOUNT NO – 91059815

SORT CODE – 40-30-07

**PLEASE DO NOT FORGET TO INCLUDE THE £30 REFUNDABLE DEPOSIT
WITH YOUR PAYMENT**

THANK YOU.

Please sketch clearly on the next page if you require any tables/chairs setting up (this will be done for you at the start of your booking time). Please also include any extra equipment you will be bringing with you, e.g. Disco equipment etc.

