



Booking Form

Fishbourne Trading Centre Ltd
 46 Blackboy Lane
 Fishbourne, Chichester
 West Sussex
 PO18 8BE
 Telephone: 01243 788 368
www.fishbournecentre.org.uk
 e: enquiries@fishbournecentre.org.uk

Contact details

Name:
Organisation:
Address:
Postcode:
Tel (day):
Tel (mobile):
Email:
OFFICE USE ONLY
Booking Reference:
Date of Pass/Approval:
Booking Fee:£
Security Deposit:£
Booking Deposit Paid: £

Hire details

Purpose of Hire:
Date of Hire:
Hire Time from incl. setup:
Guest Arrival Time:
Hire Time until/clear:
Numbers Attending:

Facilities required (please tick)

- Main Hall
- Small Hall
- Function/Meeting Room
- Bar
- Other – please specify

Any Conditions / Restrictions Applied to Booking as follows:

I have read and understood the Terms and Conditions and agree to comply with these in full as written. I understand that I am fully responsible for the conduct of all persons attending the centre in connection with the booked event I have hired it for. Having completed the Hire Agreement I agree to comply with all terms stated therein.

N.B. Your booking will not be processed if this circle is not ticked.

Signed (Hirer)..... Date.....

Signed (TFC)..... Date.....

Terms & Conditions

The Fishbourne Centre

Standard Terms and Conditions of Hire for The Fishbourne Centre

Please read the Terms and Conditions below relating to The Fishbourne Centre (**TFC**) Room Hire in conjunction with our standard Terms & Conditions.

1. Fishbourne Centre Trading is part of the Chichester Pub Watch scheme and has adopted the 'Prove it 25' drinks serving policy.
2. The Hirer agrees to give a refundable security deposit failing any deductibles to cover any damages/breakages. Should any damages / breakages exceed the security deposit TFC will invoice the Hirer for any additional costs incurred.
3. The Balance of the Booking fees including the Security deposit are payable 4 weeks in advance. Failure to do so could result in the Termination/cancellation of the booking.
4. The hirer must ensure that no Alcohol or soft drinks are brought onto the premises by persons attending functions – should ANYONE ignore this then your Security deposit will be forfeited and your party may even be shut down without refunds.
5. The only exception to 4 will be given for a welcome drink or a toast for which a Corkage charge of £7.00 per bottle will be applied. This **MUST BE AGREED IN WRITING 1 WEEK PRIOR** to the event date and the Corkage paid in full. We reserve the right to check the agreed number of bottles being brought into the Venue.
6. Children's Parties – You may bring soft drinks in the form of Squash, ALL other beverages (incl. tea, coffee and wine) must be purchased from the Centre Bar.
7. Decorations to the walls must only be fixed with Blue Tack, Drawing Pins or Cellotape are not permitted. The Blue Tack **MUST** be removed on completion of the event. Any damage to paint work will be charged for.
8. Hirers must be aware of the emergency evacuation procedures and which fire doors to use. The hirer must prepare a personal evacuation plan for any disabled guests. The muster point for the Centre is the Multi Sport Court located on the Southwest corner of the building. You will be provided with a Floor Plan of the venue showing ALL Fire Exits.
9. Only qualified personal are permitted use of the Kitchen – suitable certificates must be supplied 7 days prior to the event. Kitchen Hire charges available on request.
10. There is a small fridge freezer available for use located in the Main Hall. All produce must be cleared from the Fridge at end of hire.
11. Children's Parties' / Christening bookings are usually 3 hours including setup/clearing away.
12. Evening party bookings - setup from 6pm, Bar closes at 11.30pm
13. Any extra setup time may be charged and **MUST BE AGREED IN ADVANCE** and noted on the booking request form
14. All entertainers and their equipment must be cleared from the premises within one hour of the finish and guests must consume their beverages drink within 20 minutes of the Bar closing.
15. You are required to leave the room as you found it; put tables & chairs away, sweep floor (we have a large V sweeper) bag up any rubbish and put in the outside bins located in the Carpark. We do not expect you to wash the floor - just mop up any spills
16. Setting up and tidying away is included within the hired time.
17. Setting up and tidying away is the responsibility of the hirer unless agreed otherwise.
18. All equipment must be returned to its rightful place and the facility left clean and tidy.
19. TFC will give the hirer as much notice as is possible if, due to unforeseen circumstances the Centre becomes unavailable and reserves the right to cancel the booking at any time in such circumstances.
20. The hirer will require the necessary licenses and public liability insurance as necessary.