

IRTHLINGBOROUGH TOWN COUNCIL



Council Offices, Station Road  
Irthlingborough, Northants NN9 5SN  
Tel/Fax: 01933 650866  
Email: [finance@irthlingborough-tc.gov.uk](mailto:finance@irthlingborough-tc.gov.uk)

Clerk of the Council: Mrs Angela Daly  
Mayor: Councillor Mr Ethan Hopkinson

**IRTHLINGBOROUGH COMMUNITY CENTRE, 2 FETTLINEDINE ROAD,  
IRTHLINGBOROUGH, NORTHANTS, NN9 5XF**

**BOOKING FORM**

NAME: .....

ADDRESS: .....

.....POST CODE: .....

INVOICE NAME IF DIFFERENT FROM ABOVE: .....

INVOICE ADDRESS IF DIFFERENT FROM ABOVE: .....

..... POST CODE: .....

TEL NO: ..... MOBILE NO: .....

E-MAIL: .....

TYPE OF FUNCTION: .....DATE REQUIRED: .....

TIMES: From: ..... To: .....

**(PLEASE NOTE ENTRY AND EXIT TIMES ARE AS STATED ON THE BOOKING FORM. ANY TIME USED OVER THE STATED TIMES WILL BE CHARGED FOR.)**

**OUR CARETAKER WILL OPEN THE HALL 15 MINUTES PRIOR TO YOUR BOOKING AND CHECK THE HALL AT THE COMPLETION OF YOUR BOOKING – Kyley 07513 700791**

BLOCK BOOKINGS: FROM: .....TO: .....

FREQUENCY: Weekly/monthly/other (please specify) .....

NUMBER OF GUESTS (not to exceed limit for Health & Safety Reasons): .....

ROOMS REQUIRED: MAIN HALL.....MEETING ROOM.....KITCHEN.....

Payment can be made by BACS –

Irthlingborough Town Council: Sort code: 54-41-05, Account no: 06831737.

Cheques should be made payable to Irthlingborough Town Council, Council Offices, Station Road, Wellingborough, Northants NN9 5SN

You can view bookings via the Irthlingborough web site

<https://www.irthlingborough-tc.gov.uk>

**To view “End Times” either click on the booking, or view in weekly format**

Or specifically for the Community Centre

<https://www.irthlingborough-tc.gov.uk/crow-hill-community-centre.html>

Should you wish to advertise your hall hire for regular bookings (For example by clicking on Thursday Hire for Slimming World) you would need to provide the following: -

Name for Display:

E-mail Address for Display:

Contact Number for Display:

Acceptance & Agreement to display the above

**WiFi: BTBHub6-KJ2C Password: mLRnRkbFY6W7**

In the event of there being no damage to the Community Centre please provide details for the refundable deposit

Sort Code:

Account Number:

Name on the account:

Signed ..... Date .....

For more details on the Community Centre or a viewing please contact our caretaker Kyley

**Text, Whatsapp or Call - 07513 700791**

Please complete pages 1 & 2

Please sign pages 2, 3 & 4

Return via e-mail to [finance@irthlingborough-tc.gov.uk](mailto:finance@irthlingborough-tc.gov.uk)

# IRTHLINGBOROUGH COMMUNITY CENTRE

Fettleline Road, Irthlingborough, Northamptonshire NN9 5XF Tel: 01933 650866

## Terms and Conditions for Hire of Irthlingborough Community Centre

### Bookings

1. Fire Regulations capacity of the building is 200 persons.
2. All bookings are entirely at the discretion of the Management.
3. Bookings for all parties will require payment of a £50 deposit, which will be refunded in the event of there being no damage to the Community Centre. In the case of "one off" private function evening bookings, a £100 deposit is required.

**A video recording of the Community Centre will be taken prior to all bookings to aid any disputes.**

4. Parties must vacate the premises by midnight. Failure to do so will result in loss of deposit.
5. All users must vacate the premises by the end of the hire period. Hirers should ensure they allow enough time for setting up and putting away equipment within their hire period, as this regulation will be strictly enforced.
6. Until Provisional bookings are confirmed – We reserve the right to cancel one month prior to the booking date.

### Rooms, Access and Conduct

1. No access outside of booking times will be allowed. Set up of special equipment in the centre is by written approval of the Management.
2. **THE USE OF ANY FORM OF SMOKE MACHINE, NAKED FLAME, E.G. CANDLES & OIL LAMPS, IS STRICTLY PROHIBITED.** The use of spray string, Sellotape, blue tac & drawing pins etc. is strictly prohibited within the centre and, together with chewing gum that is dropped and embedded in the flooring, the use of them may be subject to a charge taken from the deposit.
3. The Hirer is responsible for any damage caused within the Centre during their period of hire. The Management of the centre, using their own contractors, will repair any damage caused to the Community Centre property and the cost will be re-invoiced to the hirer and must be settled within ten days. The hirer has no right to appeal against the level of any such expense incurred by the Management group on their behalf.
4. All personnel must vacate the Centre promptly, quietly and orderly to avoid disturbance to the residents.
5. **The room(s) must be cleared of food, tables wiped clean and chairs stacked in eights, and packed away.**
6. **All rubbish must be removed from centre after the function, there are wheelie bins at the front of the Community Centre or will be charged at a rate of £5.00 per bag, if left for the Caretaker to dispose of.**
7. Dogs and other animals are not allowed in the Centre with the exception of Guide Dogs and recognised Assistance Dogs.
8. Bouncy castles and soft play are allowed, as is outside catering – Evidence of insurance must be sought

### Smoking

Absolutely No Smoking is allowed in the centre by law. Areas are designated for smoking.

### Alcohol

Alcohol is allowed on the premises with the approval of the Management, provided it is not sold. It is the responsibility of the hirer to ensure the Licensing Laws are not contravened. **ANYONE WISHING TO SELL ALCOHOL (EVEN IF THE PRICE IS INCLUDED WITHIN ENTRY TICKET) NEEDS TO APPLY FOR A TEMPORARY ENTERTAINMENT LICENCE.**

### Payment

All bookings must be paid for at least 2 weeks in advance.

### Cancellations

1. If notice of cancellation is not received by the Council Offices at least 48 hours before the booking, a £25 administration fee and the full cost of the hiring will be charged.

To advise of a cancellation ring 01933 650866, email [finance@irthlingborough-tc.gov.uk](mailto:finance@irthlingborough-tc.gov.uk) or write to Council Offices, Station Road, Irthlingborough, Northants NN9 5SN

### Insurance

**Hirers are responsible for their own insurance.**

**I have read the terms & conditions above to which I agree and will ensure they are complied with.**

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

## IRTHLINGBOROUGH COMMUNITY CENTRE

Fettledine Road, Irthlingborough, Northamptonshire NN9 5XF Tel: 01933 650866

# IRTHLINGBOROUGH COMMUNITY CENTRE

## Action to be taken on discovery of a fire

### If you discover a fire:

- ✓ Set off the fire alarm at the nearest call point
- ✓ Call the Emergency Services on 999
- ✓ Attack the fire, if possible, only if it is safe to do so and you have been trained with the appropriate firefighting equipment provided.
- ✓ DO NOT TAKE ANY PERSONAL RISKS

### On hearing the Fire Alarm:

- ✓ As the hirer you are responsible for ensuring that those using the premises are evacuated by the nearest safe exit route, closing all windows and doors behind you where possible.
- ✓ Give assistance to evacuate disabled persons
- ✓ Do not stop to collect personal belongings
- ✓ Assemble outside in the car park, where a roll call will be made
- ✓ **Do not re-enter the building, until instructed to do so**
- ✓ Keep access clear to the building for the Emergency Services
- ✓ The hirer will liaise with the fire brigade on their arrival informing them of the fire location and any unaccounted personnel.

Signed..... Date.....

Hirer name.....

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## IRTHLINGBOROUGH COMMUNITY CENTRE

Fettledine Road, Crow Hill, Irthlingborough, Northants, NN9 5XF

Telephone: 01933 650866

### Hire fees with effect from 1<sup>st</sup> April 2024

To view availability and a booking enquiry form, please visit:

<https://www.irthlingborough-tc.gov.uk/crow-hill-community-centre.html>

Or contact Irthlingborough Town Council:

#### Main Hall

**£20.00 per hour**

Dimensions: 1184 cm \* 1564 cm (38 feet 10 inches \* 51 feet 3 inches)

Stage Dimensions: 365 cm \* 243 cm (12 feet \* 8 feet)

A reduced rate may be offered for Registered Charities, or hires in excess of 200 hours per year.  
Please direct any enquiries to the Council Offices.

#### Meeting Room

**£10.00 per hour**

Dimensions 480 cm \* 636 cm (15 feet 9 inches \* 20 feet 10 inches)

#### Kitchen

**£20.00 per booking**

Dimensions 302 cm \* 499 cm (9 feet 11 inches \* 16 feet 4 inches)

Use of kitchen for preparation of food

**Security deposit** Bookings for all parties will require a payment of £50 deposit, to be refunded after satisfactory inspection by our Caretaker following the booking.

A video of the Community Centre will be taken prior to all bookings to aid any disputes.

In the case of "one off" private function evening bookings, a £100 deposit is required, fees are due no later than 2 weeks prior to date of booking.

**Preferred payment method is via BACS –**

Irthlingborough Town Council: Sort code: 54-41-05, account number: 06831737.

Cheques should be made payable to Irthlingborough Town Council.

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## **Inventory List January 2023:**

Gas Oven  
Microwave  
Under Counter Fridge  
5 Gas Kettles  
2 Electric Kettles

128 Chairs  
3 Large Rectangular Tables (2 feet 6 inches \* 6 feet)  
8 Small Rectangular Tables (2 feet \* 6 feet)  
8 Circular Tables – (6 feet \* 4 Feet 10 inches)

## **Additional Inventory List**

1 Urn  
10 Trays  
12 Jugs  
1 Pair of Scissors  
2 Funnels  
3 Small Milk Jugs  
1 Sugar Bowl  
3 Big Knives  
  
32 Cups  
42 Saucers  
30 Mugs  
100 white place settings  
100 Knives  
100 Forks  
100 Big Spoons  
50 Small Tea Spoons  
1 set of serving spoons  
50 wine glasses  
50 Small Glasses