



## RECREATION, LEISURE AND OPEN SPACES COMMITTEE

### FEES AND CHARGES FOR 2018/19

#### CARVERS CLUBHOUSE, CARVERS RECREATION GROUND

##### **Advance booking two weeks in advance**

Main Hall	£15.00 per hour
Small Meeting Room / Medical Room	£10.00 per hour
Games Equipment	£5.00 per session
Tables & Chairs	£5.00 per session

##### **Late booking less than 2 weeks in advance**

Main Hall	£20.00 per hour
Small Meeting Room / Medical Room	£15.00 per hour
Games Equipment	£10.00 per session
Extra Tables/Chairs (up to 20 chairs)	£10.00 per session

N.B. Each room has existing chairs and tables for youth activities. The above prices are where additional tables and chairs are requested.

All prices are subject to VAT

##### **Cancellation**

The booking fee is non-refundable if booking is cancelled less than 24 hours prior to the booking.



## Ringwood Town Council

Facilities Booking Form / Carvers Clubhouse  
(CARVERS CLUBHOUSE IS PRIMARILY FOR USE BY YOUNG PEOPLE)

Your Details	
Organisation/Society Name:	
Your address	Invoicing Address (if different)
Post Code:	Email:
Phone No:	Mobile No:
Contact Name (please print)	

Details about your event		
Date(s)	Time(s)	Number attending

Purpose of Hire (please tick)		
Registered Youth Group	Services for Young People	Social (eg children's party)
Other (please provide details)		

Please Tick	Details of accommodation required			
		Chairs (quantity)	Tables (quantity)	Other (please indicate)
	Main Hall			
	Small Meeting Room			
	Medical Room			
	Outdoor games/ game equipment			

Other Information

Your signature	
I certify that I have read, understood and agree to the accommodation, facilities and room hire conditions below. Please tick <input type="checkbox"/>	
<b>Signature:</b>  <b>Please print name:</b>	<b>Date:</b>
<b>Position:</b>  <b>Organisation:</b>	

### CONDITIONS OF HIRE

- i No alcohol, drugs, smoking, vapes or gambling are permitted in this facility at any time;
- i Any items broken or lost must be paid for;
- i Rooms must be left in a clean and tidy condition;
- i Animals are not permitted inside the premises;
- i Parking is not allowed on Carvers;
- i The booking fee is non-refundable if booking is cancelled less than 24 hours prior to the booking

Please check availability in the first instance by emailing Carvers Clubhouse Manager, Charmaine Bennett: [Charmaine.bennett@ringwood.gov.uk](mailto:Charmaine.bennett@ringwood.gov.uk)

<b>FEES</b>	<u>Booked 2 weeks in advance</u>	<u>Late booking if less than 2 weeks in advance</u>
Main Hall	£15.00 per hour	£20 per hour
Small Meeting Room / Medical Room	£10.00 per hour	£15.00
Games Equipment	£5 per session	£10 per session
Extra Tables/Chairs (up to 20 chairs)	£5 per session	£10 per session

N.B Each room has existing chairs and tables for youth activities. The above prices are where additional tables and chairs are requested.

All prices are subject to VAT

#### For office use:

<b>Invoiced: £</b>	<b>Date:</b>
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## Ringwood Town Council- Hirer Terms and Conditions for Carvers Clubhouse

To be completed in duplicate

Hirer is responsible for the building whilst no staff present, please keep external doors locked whilst in the building to prevent unauthorised access by members of the public

Hirer is responsible for leaving the building clean and tidy, in the state that it was found all rubbish must be taken away

Any furniture moved must be put back at the end of the hire

The Hirer shall pay for any items broken or lost

The Council accepts no responsibility for damage or loss of any property placed or left in the building by the Hirer

No alcohol, drugs, smoking, vapes or gambling allowed either inside or in the immediate vicinity of the building

Animals are not permitted inside the premises

The kitchen is not to be used (unless discussed in advance)

In the event of an emergency the Hirer is responsible for getting everyone out and assembled at the Skate Park and keeping them out until a staff member or the emergency services say it is safe to re-enter

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I have explained the points above to the Hirer

Signed: ..... Please print: .....

Phone number in case of emergency: ... ..

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I confirm that I have read, understand and agree to the points above

Hirer: ... .. Please print: .....

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Building address in event of emergency;  
Carvers Clubhouse, Carvers Recreation Ground, Ringwood BH24 1JD