

**Apple Tree Centre, Ifield Avenue
Crawley. RH11 0AF. West Sussex**

1. Facility Details:

The Apple Tree Centre (Centre) was built and opened in May 2010 by Gurjar Hindu Union (GHU) Ltd. The Centre is built on a 3 acre green field site in a quiet village located in Crawley. The Town itself was built 55 years ago as a New Town.

The Centre is served by a large modern hall called 'The Dhamecha Suite'. There are also other small meeting and conferencing rooms available at the Centre.

The Gurjar Hindu Union (GHU) is a 42 year long established minority ethnic led charitable organisation serving Crawley, a town based in the South East of England, near Gatwick Airport.

The organisation focuses on the Indian community in serving their needs and helping to integrate them into mainstream society. GHU also looks to share the rich cultural and spiritual history of India more widely through common inter-community experiences.

GHU is a volunteer led organisation which has established itself as a well run, sustainable organisation. Through prudent financial management and funds raised from the community it serves, GHU owns and operates The Apple Tree Centre.

2. Apple Tree Centre Facility Data:

Capacity	Numbers	1000
Hall Size	Square metres	1200
Mandir	Numbers	250
Sporting	Badminton Courts	4
	Volleyball court	1
Changing room	Male/Female	Available
Showering	Male/Female	Available
Parking	Car numbers	250
Rooms	Meeting	Available by prior arrangement
Food/Drinks	Soft drinks and vegetarian hot and cold meals	Available by prior arrangement
Kitchen	For food warming or cooking	Available by prior arrangement

3. Apple Tree Centre Charges:

Dhamecha Suite	For a 10 hour slot from 8:00 a.m. to 6.00 p.m.	Initial promotional special rate of £3,300 Wedding Package
	Non Wedding package: subject to time restrictions and availability	£200 per hour minimum 4 hours
Mandir	Bhajan Bhojan	£501
	Other Uses	£51 per hour minimum 2 hours
Sporting	Badminton Courts	Initial promotional special rate £10 per court/per hour: adult £5 per court/hour: junior, student, senior

**Apple Tree Centre, Ifield Avenue
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	Volleyball court	Initial promotional special rate £40 per court per hour
Changing room	Male/Female	Included
Showering	Male/Female	Included
Parking	Car numbers	Included
Rooms	Meeting	Initial promotional special rate £20 ph
Room	Education Centre	Initial promotional rate:£15ph
Food/Drinks	Soft drinks and vegetarian hot and cold meals	poa(price on application)
Kitchen	For food warming or cooking	Initial promotional special rate £50ph

Note: The prices below are subject to change and therefore please confirm with Centre Manager.

<u>Basic Hire Charges</u>
<p><u>Dhamecha Suite - Main Hall Hire:</u> <u>Wedding/Big Function Package:</u> Promotional rate of £3,300 for a 10 hour slot from 8:00 a.m. to 6.00 p.m. Any additional hours on this would cost £175. per hour.</p> <ul style="list-style-type: none"> • This promotional rate shall apply for bookings taken between 1 June 2010 to 31st December 2010. • The promotional rate shall apply to the first 50 bookings or deadline above only. • The rate shall apply for all days of the week (Monday to Sunday) subject to availability. • No reductions for shorter time uses shall be considered. • Booking deposit of 25% of the total shall be required at the time of booking. • Full payment of 75% of balance shall be paid four calendar weeks before the day of use. • Additionally deposits for security of £500 and cleaning of £100 will be required to be paid four weeks before the day of use. These will be refunded if no breakage or damage is caused and the Hall is cleaned well. • The promotional rate shall include the following: Car Park, Dhamecha Suite, Chairs(800),Stage, Tables(50), Kitchen, Changing Rooms, Heating, Lighting. • The rate does not include: car park attendant, setting of Hall with tables and chairs, cleaning, catering equipment or materials, staff, insurance.
<u>Basic Hire Charges others</u>
<ul style="list-style-type: none"> • <u>Dhamecha Suite - Main Hall Hire:</u> Promotional rate, £200 per hour for a minimum 4 hour slot from 8:00 a.m. to 6.00 p.m. (security deposit and cleaning deposits apply) Includes 400 chairs and 20 tables and 4 hour use of kitchen • <u>Badminton Courts:</u> Promotional rate of £10 for one court, £18 for two courts, £24 for three courts, £32 for all the four courts for 60 minutes slot from. • <u>Volleyball Courts:</u> Promotional rate of £40 per hour 2 hour minimum slot • <u>Other Sports:</u> Promotional rate of £40 per hour subject to • The promotional rate shall include the following: Car Park, Changing Rooms, Heating, Lighting. Chairs (200) and tables(20) are for non sporting bookings(no stage). • The rate does not include: car park attendant, setting of Hall, cleaning, sporting equipment or materials, staff, insurance.
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**Apple Tree Centre, Ifield Avenue
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Application for hire of Dhamecha Suite and Facilities at Apple Tree Centre

Name of person responsible/ hirer		
Address		
Postcode		
Telephone	Home:	Mobile:
Email		
Contact details of event leader (if different from hirer)		
Name of Organisation		
Type of activity/event		
Date(s) of Booking		
Time(s) of booking	Start:	Finish:
Estimated numbers attending		
Is the event funded by GHU or a private function?		
Is the event ticketed?		
Do you require support in advertisement?		
Caterer's Name		
Address		
Postcode		
Telephone	Home	Mobile
Contact name		
Event Management/Wedding Planner/Photographer details		
Contact details for car park attendant		
SIA Security Company/names		

**Apple Tree Centre, Ifield Avenue
Crawley. RH11 0AF. West Sussex**

Total Balance to pay	
Deposit Paid	
Outstanding Balance	

I, the undersigned, agree that if this application for hire is granted, I shall take full responsibility to look after the Centre and its facilities, ensure the local community are not inconvenienced and I will vacate after cleaning all the rubbish and return the key to the correct place.

By signing this contract, I acknowledge that all the above details are correct and I accept the Terms and Conditions.

Signed	
Date	

GHU use – Booking Confirmation	
Booking confirmed by	
Signature	
Date	

Please refer to Key Terms and Conditions attached

All terms and condition subject to change .Please check latest version which applies to you

**Apple Tree Centre, Ifield Avenue
Crawley. RH11 0AF. West Sussex**

Term and Conditions

1.	<p>Application for the use of Community Centre premises must be made to the Centre Manager on the attached form and must be accompanied by the appropriate payments in advance of the date on which the premises are required. No booking will be confirmed unless an agreed deposit is made in full at the time of the application.</p> <p>THE CENTRE IS UNABLE TO TAKE BOOKINGS FROM PERSONS UNDER THE AGE OF 21 YEARS.</p> <p>The hirer must be present at the centre for the duration of the hire period. The Centre reserves the right to ask for identification and proof of address and if this is requested the hirer will need to provide either a current passport/photo driving licence. The use of false identification may result in legal action.</p> <p>The hire period stated on the application form includes the setting up, preparation, cleaning and exiting the venue and grounds.</p>
2.	<p>On submission of a booking form and pending the availability, a hirer's request is provisional and this will be valid for 5 working days. Upon receipt of application, an invoice will be issued and payment of the 'confirmation fee' will confirm the booking.</p> <p>The Centre reserves the right to cancel any provisional booking which exceeds this 5 day period.</p> <p>For all bookings the confirmation fee of 25% of total hire charge is required. The balance of hire fees must be paid a minimum of four weeks prior to the date of the booking. IF THE PERIOD IS LESS THEN 4 WEEKS THE FULL PAYMENT WILL BE DUE AT THE DATE OF BOOKING.</p>
3.	<p>The Centre Manager will assist to show the facility and how it must be used. He will not undertake any work arising from the use of the premises.</p>
4.	<p>The property is not to be left unattended at any time. Arrangements must be made prior to date of hire to either hand over or hand back the key to the Centre Supervisor. These arrangements must be made known to the Centre Supervisor in advance.</p>
5.	<p>The time of hiring must be strictly adhered to. It must be noted that the preparatory work in connection with the function is within the time of hiring. If extension for setting up is required, it must be covered by an extension of the hiring period. All entertainment/music must follow Centre terms and conditions and finish 45 minutes prior to the hire finish time.</p>
6.	<p>Cooking and eating of non-vegetarian food is STRICTLY prohibited.</p>
7.	<p>No alcohol or meat or meat products may be consumed at the Apple Tree Centre. The entry to the Temple after consumption of alcohol is strictly prohibited to keep the sanctity of the religious premises. Entry to the Centre will be refused if you are in non compliance. The hirer must accept responsibility for compliance of the strict <u>no alcohol and meat/fish policy</u> (please refer to our no alcohol and meat/fish policy)</p>
8.	<p>The premises are suitable for dance, concert or stage performance. The hirer must obtain any necessary licenses from Crawley Borough Council. Advice on this will be provided at the time of hiring by the Centre Manager.</p>
9.	<p>All users of the premises are expected to be suitably dressed (please refer to or dress code policy).</p>
10.	<p>The legal maximum for noise levels is 75 decibels. (This level may change and is subject to the normal limits prescribed by the environmental rules governing noise pollution). We reserve the right to reduce the volume of any sound system in the event that noise levels are exceeded.</p>
11.	<p>The hirer must ensure that adequate supervision is available at all times and see that no</p>

**Apple Tree Centre, Ifield Avenue
Crawley. RH11 0AF. West Sussex**

	unauthorised persons are permitted to enter the premises. All security and fire precaution measures must be adhered to.
12.	If you are selling tickets for your event then you will be required to provide AND PAY FOR YOUR OWN security. Security must be provided by a Securities Industry Association (SIA) certified company. A copy of the certificate and a confirmation of attendance will be required before the booking is confirmed. More information is available from Centre Supervisor.
13.	The use of the premises shall not be granted for any purpose that may appear questionable or undesirable or which may interfere in any way with the operational activities of the establishment. The final decision will be reserved by the management committee. Note: the committee has reserved the right to refuse an application without full disclosure.
14.	The laying of any composition or other preparation on floors is prohibited. No screws, nails, cellotape or blue-tack shall be driven or stuck into the premises or furniture and no placards shall be affixed to any part of the premises. All notices will be displayed at relevant and designated notice boards by prior arrangement
15.	The hirer will prevent any one from sitting on the window sills, standing on chairs, tables or any other equipment.
16.	The hirer will be liable for any damage including accidental caused by any act of neglect to the hired premises, fittings, equipment or other property during the period of hire.
17.	The hirer shall be responsibility to satisfy that the premises, furniture, fixtures and fittings are fit for the purpose used during the hiring period.
18.	The hirer not infringe any copyright and shall indemnify the Community Centre against all proceedings, actions, claims and demands which may take place or made against the Community Centre for alleged infringement of any copyright.
19.	Smoking on the entire Apple Tree Centre site and premises is strictly prohibited.
20.	The hirer agrees to pay the additional fee (additional to the total charge) for public liability insurance arranged by Community Centre who shall undertake to affect policies of insurance providing the hirer with indemnity for all sums up to £5,000,000 which the hirer becomes legally liable to pay as compensation arising out of accidental bodily injury/or illness to members of the public or accidental loss or damage caused to property, not owned by the hirer, which arises out of the use of the premises. There is an excess payable by the hirer for each claim.
21.	Where public liability insurance cover has not been arranged by the Community Centre, the hirer shall confirm in writing that insurance cover in respect of both the hirer's liability to the public and liability to the Community Centre under the terms of the hire has been arranged with the limit of indemnity of at least £5,000,000. A copy of the certificate of insurance must be provided to the Centre Supervisor four weeks before the hire takes place.
22.	The hirer shall be responsible to adhere to all means of escape, security and fire precaution measures, instructions and notices. The hirer shall communicate these instructions to the attendees.
23.	The Centre Manager has the right to refuse an application for the use of the Centre if the use by a particular organisation or individual presents a risk of pubic disorder or of alienating the Committee's beneficiaries or supporters.
24.	The Centre Manager reserves the right to cancel bookings when the premises are required for use for wider Community event or if the Centre or its facilities are rendered unfit for the intended uses.
25.	All conditions attached to the granting of the Community Centre's Public Entertainment Licence or Authorisation, stage play or other licences shall be strictly observed. Nothing shall be done which may endanger the users of the building and/or the policies of insurance relating to it and to its contents that may violate the same, in particular: <ul style="list-style-type: none"> • Obstructions must not be placed in gangways or exits, nor in front of Emergency Exits, which must be immediately available for free public egress. • The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes. • Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.

**Apple Tree Centre, Ifield Avenue
Crawley. RH11 0AF. West Sussex**

	<ul style="list-style-type: none"> • The Fire Brigade shall be called to any outbreak of fire, however slight and details of the occurrence shall be given to the Centre Supervisor. • Performance involving danger to the public shall not be given. • Highly flammable substances shall not be brought into or used in any part of the premises. • No internal decorations of a combustible nature (e.g. polystyrene, cotton etc) shall be undertaken or erected without the consent of the Centre Supervisor. • No unauthorised heating appliances shall be used on the premises. • The First Aid Box shall be readily available to all users of the premises. The Centre Supervisor shall be informed of any accident or injury occurring on the premises and the Accident Book shall be completed. • All electrical equipment brought in the building shall comply with the Electricity at Work Regulations 1989. The Centre disclaims all responsibility for all claims and costs arising out of any such equipment that does not comply. • All electrical equipment including discos must have undergone Portable Electrical Appliance Testing (PAT Testing). The Centre Manager will require sight of all up to date PAT Test Certificate. It is the hirer's responsibility to ensure all equipment has a valid certificate. If a valid certificate is not produced the Centre Manager will not allow the equipment to be used.
26.	The hirer shall be over the age of 21 and shall not be engaged in activities which prevent from hiring the facility or exercising general supervision.
27.	When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less the 21 years of age, on duty. All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall be familiar with the fire fighting equipment available.
28.	Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries. The hirer shall ensure that the requirements of the relevant legislation are strictly observed.
29.	The permission of the Centre Manager must be obtained before goods or equipment are left or stored at the Community Centre. All requests must be submitted in writing at least four weeks before function date.
30.	The Centre cannot accept responsibility for damage to, or the loss or theft of the Hirer or Community Centre's users property and effects.
31.	Cars shall not be parked so as to cause an obstruction at the entrance to or exits from the Community Centre. Where parking accommodation is provided and available, this must be used and in any case and users of the Community Centre should avoid undue noise during arrival and departure. The Hirers shall be responsible for ensuring the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.
32.	The Centre observes a "clean as you go" policy. Litter shall not be left in or about the Community Centre premises. The Centre reserves the right to impose an additional charge for any cleaning or removing of rubbish related to the Hirer. The Hirer shall be responsible for basic cleaning of the Centre, any equipment and the surrounding area outside used during the hire period. The necessary cleaning equipment is provided at Centre Manager. Failure to leave the centre and/or equipment used in the same condition as found will result in the Centre retaining the security deposit. The Hirer may elect to pay for cleaning at the set charges agreed with the Centre Manager four weeks prior to the event. However the Hirer is required to follow the "clean as you go" policy and make some superficial cleaning like picking up all litter.
33.	The Community Centre shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.
34.	<p>Cancellations / Changes to Bookings:</p> <ul style="list-style-type: none"> • In the event of an emergency or unforeseen circumstances, the Centre may, if necessary cancel your booking. • In the event of your booking being cancelled the Centre will refund your booking fee in full. • The Centre shall not be liable to pay any compensation to the Hirer or any other person due to the cancellation.

**Apple Tree Centre, Ifield Avenue
Crawley. RH11 0AF. West Sussex**

	<ul style="list-style-type: none"> • The Centre reserves the right to terminate the hiring or cancel the booking if it finds or suspects that the Hirer is using or are intending to use the Centre for any activity other than that stated on the application form. • The Centre reserves the right to cancel any provisional booking which exceeds the 5 day provisional holding period. • If a cancellation is made BY THE HIRER less than 4 weeks prior to the booking date no monies paid in respect of confirmation fees or hire fees will be returned to the Hirer. • If a cancellation is made BY THE HIRER between 4 weeks and 3 months from the hire date, the 25% deposit charge will be retained and any other monies paid will be refunded but only as specified below: <ul style="list-style-type: none"> i) Less than 4 weeks, no money returned ii) Between 4 weeks and 3 months, 25% deposit retained iii) Over 3 months, full payment returned • All booking amendments or cancellations shall be submitted by the Hirer in writing to the Centre Manager.
35.	<p>Failure to comply - the Centre reserves the right to terminate any hiring or series of hiring immediately in the event of the Hirer failing to observe or perform any of the conditions of regulations contained herein, but without prejudice any right or remedy which the Centre may have against the Hirer under these conditions and regulations and the Centre may retain the charges paid by the Hirer.</p>
36.	<p>The Hirer is not permitted to enter the centre until the stated time of hire in the contract. On entering the building the Hirer is responsible for carrying out a quick inspection of the building, any problems or damage should be reported to the Centre Manager. It is important to report any damage or poor condition of the centre, failure to do so could result in the Hirer being charged for damage not caused by their use of the centre. The Centre Manager's phone number is also displayed on the information boards, located in the entrance halls of the Centre.</p>
37.	<p>A security deposit payment is also required against bookings, payable either by cash or card (1.5% charge on credit cards). Cash or Card deposits, paid at the time booking, will be required as follows:-</p> <p>The Hirers will only be issued with access to the premises when the security deposit has been paid. Hirers who have not been issued with security deposit receipt will not be given access to the centre by the Centre Manager.</p> <p>This security deposit will be returned in full providing the hirer or, any person attending the function, have not done any of the following:</p> <ul style="list-style-type: none"> a) Used the centre outside of the stated hire time. b) Departed the centre after the stated hire time. c) Allowed entertainment/music to continue within 45 minutes of the hire finish time. d) Failed to clean the areas of the centre and the surrounding area outside the centre you have used (the facilities must be left in the same condition as found). e) Damaged any equipment, furniture or fixtures and fittings f) Used equipment which has not passed a valid Portable Appliance Test. g) Failed to return the keys to the Centre Manager. h) Used the Centre for any purpose other than that stated on the booking form. This includes a celebration of a child's birthday (as an adult function) where the facility has been booked as a child's party.