

# Community Centre Party/Celebration Hire Activities/Equipment Disclosure

**Name of Hirer:** \_\_\_\_\_

**Date & Time of Hire:** \_\_\_\_\_

**Venue for Hire:** \_\_\_\_\_

Please list the activities to be provided at the hire event and all associated equipment:

Activity	Date/Time	Electrical equipment to be used?	PAT test supplied/certified as per T&C's?

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Number/E-mail: \_\_\_\_\_

- *The use of smoke machines, candles, and indoor bouncy castles is prohibited in all community centres.*
- *Some activities may require a 'Risk Assessment' supplied by the deliverer. Please ensure that you complete this form detailing activities to be offered during the hire party (such as face painting, sports activities, childcare, use of electrical equipment etc.) at least two weeks prior to the booking. Breach of this condition, or failure to disclose all activities, may result in the party being terminated.*
- *In the event that music equipment/other electrical equipment is brought into the centre the Hirer must present evidence that the equipment has undergone portable appliance testing by a qualified electrician at least two weeks in advance of the booking. The exception to this condition is new equipment which requires evidence of 'date of purchase'.*