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## **The Old Ship Private Hire Agreement Terms & Booking form**

*Thank you for hiring the Old Ship for your event. By doing so you are contributing to a wonderful community space and ensuring it's here for everyone to enjoy. We think of the Old Ship as a cosy front room; however, we also need to do the legal stuff! We try to keep it simple but if you have any questions let us know.*

You should fill this form out if you are the person responsible for the hire (the hirer), either as an individual or the representative of an organisation. If you are over 18 years of age, great – if not, please ask someone who is over 18 to be responsible for your booking.

1. You, during the agreed time of hire, will be responsible for looking after the premises, its contents and ensuring it is left as it was found.
2. Please do not use the premises for anything other than agreed on this hire agreement, or for anything unlawful.
3. If you are preparing or selling food, we ask that you observe all relevant food hygiene regulations, and ensure all leftover food, and food waste is removed from the premises (guidance for this can be found in the blue folder in the kitchen).
4. You are responsible for the health and safety of people visiting the premises during the agreed time of hire. Please do read the risk assessment provided and ensure that you know what to do in the event of an emergency.
5. Please ensure that any electrical appliances brought to the premises for use are in good working order, and PAT tested.
6. Please do not use any candles inside, or on, the premises.
7. We don't ask for a deposit, we would rather operate on a trust basis. If any damage is done to the property or its contents during your hire, please be honest, let us know and we can agree how to fix it together. We are a small community organisation operating on a minimal budget so please be mindful there may be a reimbursement charge depending upon the damage.
8. If you have to cancel the booking, please let us know as soon as possible. We may have other people that would like to hire the space or cleaners arranged.
9. We are in a residential area and need community support to enable the Old Ship to remain a community venue. Please be mindful of neighbours and make sure that all music and live entertainment stops promptly by 11pm.
10. If you plan to SELL alcohol, you must have a TENS (Temporary Event Notice). This must be applied for through Cornwall Council at least two weeks (if not more) before your event. It is an easy process and the council licensing department are very helpful (visit [www.cornwall.gov.uk](http://www.cornwall.gov.uk) or call 01726 223433). Please share your license with us and ensure that the guidelines of the application are followed completely.
11. The space is used by community groups and operated by volunteers, please respect this by leaving the premises, garden and surrounding area as you found them; clean, safe and tidy. This includes removing any waste and vacuuming/mopping all floors. Please check the images on guidance in the Old Ship for how it should be left. If you are using the kitchen, a fee is added for cleaning. In addition, you can choose to pay an optional fee for our local cleaner to clean the main space.

12. Please keep to the time agreed on this form. There may be an additional charge if you go over this.
13. The Peninsula Trust will send you an invoice for payment once the premises have been checked after your event.

## Prices

Maximum capacities:

Sitting (dining) 30 people

Sitting (auditorium style, no tables) 40 people

Standing (limited tables and chairs) 60 people

<b>Commercial</b> (You aim to make a profit). Examples include a craft fair, pop-up food, musical entertainment.	£75 9am – 4pm £50 4pm – 11pm
<b>Non-profit (charitable or private)</b> Charitable fundraisers or events run by community organisations Or Closed events such as birthday parties, dinners or weddings	£25 per session 9am – 1pm 1:30pm – 6pm 6pm – 11pm It is possible to book just one session, two sessions, or all three.
Cleaning fee for kitchen	£16
Optional cleaning fee for main space	£16
Optional rubbish collection fee	£30

When completing the booking form, please ensure that you include adequate time for setting up/backup/cleaning.

We are a community space and want this space to be accessible to everyone. If you feel you are unable to pay the amount above, please get in touch and we will try to accommodate you.

## Contacts

Phoebe Gale  
 Old Ship Cawsand Coordinator  
 Email: [info@oldshipcawsand.org.uk](mailto:info@oldshipcawsand.org.uk)  
 Tel: 07864 047956

## Old Ship Cawsand Private Hire Booking Form

Please return to [info@oldshipcawsand.org.uk](mailto:info@oldshipcawsand.org.uk) – we will confirm your booking as soon as possible.

Name of person responsible for hire		
<i>Organisation (optional)</i>		
Address		
Contact email		
Contact phone number		
Date(s) of hire	From:	To:
Time of hire	From:	To:
Purpose for hire <i>(please include as much detail as possible)</i>		
Will you be using the kitchen?	Yes/no	
Is food being produced to sell for profit? <i>If yes, please name person/catering company responsible:</i>	Yes/no	
Are you selling alcohol at the event? <i>If yes, please attach your TENS license to this booking form.</i>	Yes/no	
Would you like to pay the optional cleaning fee for the main space to be cleaned?	Yes please, add £16 to the hire fee. No thank you, I would prefer to clean the main space myself.	
Would you like to pay the optional fee for rubbish collection?	Yes please, add £30 to the hire fee. No thank you, I would prefer to remove all rubbish myself.	

**Total cost of hire (including any cleaning or rubbish fees): £**

I understand and agree to the terms of this agreement.

<b>Signature of person responsible for hire (hirer):</b>	<b>Date form completed:</b>
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The Peninsula Trust agrees to permit the hirer to use The Old Ship, for the purposes and period described above, as per the terms outlined.

<b>Name &amp; signature (on behalf of the Peninsula Trust):</b>	<b>Date booking confirmed:</b>
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