



A great place to live, work & play

Tourism and Culture  
Filey Evron Centre  
John Street  
FILEY

Contact Mr Phil Armitage  
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YO14 9DW

Booking forms should be returned to:  
Mr Phil Armitage

The Evron Centre Manager  
John Street  
Filey  
YO14 9DW

# 2021/22

## APPLICATION FOR THE HIRE OF THE EVRON CENTRE COMMUNITY ROOMS, JOHN STREET, FILEY

This form must be signed and returned before a booking can be confirmed.

Name of Organisation	Purpose of Hire:
Promoter:	No's Attending
Address:	Dates Required:
Post Code:	Rooms Required:
Tel No:	Times Required (inclusive of set up/clear away time)
Email:	

**\*Please note: Parking spaces are for Permit Holders Only (Traffic Warden Patrolled)**

Will music be played? YES / NO. If YES –PRS Fees apply (see hire charges)

Name and Address to which the account should be sent (if different from that shown above)

**CANCELLATION FEE:** A 50% FEE WILL BE CHARGED WHERE A CANCELLATION OF A BOOKING TAKES PLACE WITHIN 10 DAYS OF THE EVENT. CANCELLATIONS MADE WITHIN 48 HRS OF A BOOKING TAKING PLACE A 100% CANCELLATION RATE WILL BE CHARGED (FULL ROOM HIRE). WHEN THE APPLICATION IS CONFIRMED I/WE AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF HIRE.

SIGNATURE OF APPLICANT.....

DATE.....

HIRE CHARGES 1/04/2021 31/03/2022	UNIT	UNIT CHARGE £		TOTAL COST
		COMMUNITY GROUP	BUSINESS/ COMMERCIAL	
ROOM 11 Capacity 20 Persons	Per 3 hours	<b>2021/22</b> <b>£20.00</b>	<b>2021/22</b> <b>£35.00</b>	
	Per extra hour	<b>£8.50</b>	<b>£15.50</b>	
ROOM 21 Capacity 40 Persons	Per 3 hours	<b>£20.00</b>	<b>£35.00</b>	
	Per extra hour	<b>£8.50</b>	<b>£15.50</b>	
ROOM 22 Capacity 40 Persons	Per 3 hours	<b>£20.00</b>	<b>£35.00</b>	
	Per extra hour	<b>£8.50</b>	<b>£15.50</b>	
ROOM 21 & 22 COMBINED Capacity 80 Persons	Per 3 hours	<b>£36.00</b>	<b>£60.00</b>	
	Per extra hour	<b>£12.00</b>	<b>£20.00</b>	
CONFERENCE ROOM Capacity 80 Persons	Per 3 hours	<b>N/A</b>	<b>N/A</b>	
	Per extra hour	<b>N/A</b>	<b>N/A</b>	
ROOM 69 Capacity 50 Persons	Per 3 hours	<b>£20.00</b>	<b>£33.00</b>	
	Per extra hour	<b>£8.50</b>	<b>£13.50</b>	
CHILDREN'S PARTIES (inc)	Per 3 hour Session	<b>£40.00</b>	<b>N/A</b>	
HIRE OF THE KITCHEN AREA	Per Day	<b>£5.00</b>	<b>£9.50</b>	
CHARGES MAY BE SUBJECT TO VAT. N.B. AN ADDITIONAL CHARGE APPLIES FOR HIRE OF OHP, COMPUTERS ETC PLEASE REFER TO CENTRE MANAGEMENT				
Total Amount Payable				
Date:				
<b>I / WE AGREE TO COPMLY WITH THE TERMS AND CONDITIONS OF HIRE</b>				
Signature of Applicant:				
Receipt No:				

The Evron Centre car park should not be regarded automatically as places to stage events and their use may not be approved. Approval must be obtained by The Centre Manager.

Patio Area outside Rooms 21/22

Usage of The Patio area outside Rooms 21/22 must be obtained from The Centre Manager.

Any damage to the Patio area such as cracked paving slabs and associated liability risk must be reported immediately to Centre Management and claims for damages will be made through the Event holders insurance.

You will be responsible for leaving the outside Patio area in a litter free state. You must make arrangements for the disposal of all waste generated by your event. If the site is not cleared appropriately, a charge for cleansing will be incurred and sent to the event organiser.

Signed

Dated