**The Claremont Centre, 43 Clifton Road,**

**Rugby , CV213QE** **Tel:01788** **552540**

Registered charity no: 1090007

Registered company no: 4221822

**Claremont Centre Booking Form**

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| Name Of Group/Person hiring: |

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| Room hired **:**  |

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| --- |
| Price agreed for room: |

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| --- |
| Day / time for booking:  |

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| --- |
| Requirements – flip chart, projector screen etc: |

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| Room layout: |

|  |
| --- |
| Catering requirements: |

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| --- |
| Name of person running the session:Contact number:  |

|  |
| --- |
| Invoicing name & address including postcode:Phone number:Email: |

**Room Hire Agreement: PLEASE READ**

The Claremont Centre is the ideal place to hold a variety of training, functions, and groups with all one level facilities including 2 car parks, toilets at each end of the building plus disabled toilets.

We also have our own café on site opening 9.30am – 3.00pm serving hot meals between 11.30 & 1.30pm, hot and cold drinks and snacks available at other times. Buffet options are also available.

Fire alarms are tested every Wednesday at 9.00am, any other time on hearing the alarm the building will be evacuated to the assembly point which is at the Car park entrance. It is the room hirer’s responsibility to ensure their entire group has vacated the building.

If unable to attend a regular booking, we must be notified on Reception 01788 552540 or Centre Manager Kathy Young 01788513171 Mobile: 07554 995081

The person running the sessions must be aware of all of the above including the centre and room lay out – emergency exits, toilet facilities, fire drills, parking facilities. Please ask Centre Manager or Caretaker to be shown if necessary.

**Conditions**

The user agrees to observe and perform the provisions and stipulations as follows:

* Report any incidents or accidents asap to The Centre Manager – an incident form will need completing by the person who dealt with the incident.
* Not to use the premises for any other purpose than what is agreed on the booking sheet.
* To be responsible for the supervision of the premises fabric and contents including (but not by way of limitation) the orderly and safe vacation of the premises in case of emergency.
* To be responsible for the safety of the premises and to keep safe from damage however slight.
* To be responsible for the behaviour of all persons using the premises whatever their capacity and the preservation of good order and decency on the premises.
* Not to permit any act, matter or thing which would or might vitiate or invalidate in whole or in part any insurance policies relating to the premises.
* To leave the premises clean and tidy and put any rubbish in the bins provided. Dustpan & brushes are provided.
* To leave the toilets in clean and hygienic condition after use.
* To pay for any damages and for breakages caused to the fabric or contents during the occupation of the premises by the user.
* Not to alter, move or in any way interfere with any lighting, heating, power or other electrical fittings or appliances at the premises.
* Not to install or use any additional lighting, heating, power or other electrical fittings or appliances at the premises without the prior consent of the organisation.
* Not to bring or allow any animal onto the premises without the consent of the organisation.
* Not to infringe any copyright or allow any copyright to be infringed in the use of the premises.
* Make monthly payment upon receipt of invoice or cash payment to the Centre Manager. Bookings will still be charged if not used or cancelled with at least 24 hours notice.

Name ………………………………………………………………..

Signature …………………………………………………………..

Date ………………………………………………………………….