

AGE UK OADBY AND WIGSTON

ROOM BOOKING FORM

The following rooms are available to hire at the rates displayed. Payment will be required in advance for ad hoc bookings, including a security deposit. See reverse of sheet for hire conditions. A 15 minute time gap is required between room bookings.

Maple Room - £20 per hour
Max Capacity - 45

Elderberries Room - £20 per hour
Max Capacity - 15

Dining Room - £20 per hour
Max Capacity - 80

Meeting Room - £7 per hour
Max Capacity - 8

Coffee Lounge - £20 per hour
Max Capacity - 50

Therapy Room - £10 per hour (Incl services)
Max Capacity - 4

Coffee Bar - £8 per hour

1-2-1 Room - £7 per hour
Max Capacity 2

<p>Contact Name.</p> <p>Organisation Name</p> <p>Contact Position</p> <p>Address.</p> <p>.....</p> <p>Postcode.....</p> <p>Tel No. Mobile.....</p> <p>Landline.....</p> <p>Email Address.</p> <p>Public Liability Insurance Certificate presented? Yes/No</p> <p>Certificate of qualification presented? Yes/No</p>	<p>Room to hire</p> <p>Day</p> <p>Times:.....</p> <p>.....</p> <p>Dates From:.....</p> <p>.....</p> <p>Dates to:.....</p> <p>.....</p> <p>Approx. Numbers Attending</p> <p>Purpose for which room hired</p>		
<p><i>For Office Use Only:</i></p>	<p><i>Hire duration:</i></p>	<p><i>Additional fees:</i></p>	<p><i>Total Cost £</i></p>

Client Signature.....

Date.....

Staff Signature.....

Date.....

Age UK Oadby and Wigston Premises – Terms and Conditions of Hire

1. **BOOKING:** All booking applications must be in writing on the booking form provided. The person signing this form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.
2. **ACCESS:** Access to be arranged with the Property Manager in advance of the booking date. Please contact the property manager between 9.00am and 16:00pm Monday to Friday to make arrangements. Tel: 0116 2885203 or email davidlongford@hawthornhouse.org.uk
3. **SECURITY DEPOSIT:** The Hirer will pay a deposit of £100.00 at the time of booking for ad hoc bookings. This will be returned within 30 days of the event, subject to any sums withheld to cover the cost of rectifying damage arising during the hiring.
4. **INCLUDED IN ROOM HIRE:** Included in the room hire rates is the basic set up of our tables and chairs. Please complete a room layout template (attached). Bespoke room dressing can be arranged for special occasions at an additional cost.
5. **SUPERVISION AND RESPONSIBILITY:** The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements so as to avoid danger to members of the public and obstruction of the public highway.
6. **COMPLETION OF HIRE:** At the end of hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Unless directed otherwise by authorised representatives of Age UK Oadby and Wigston and any contents temporarily removed from their usual positions properly replaced. Should this not be complied with, Age UK Oadby and Wigston reserves the right to make an additional charge, which may be deducted from the deposit paid.
7. **CHILD PROTECTION:** In the event that the hiring involves the attendance of children and young persons under the age of 18 at the premises, the hirer confirms that there will be in place an appropriate Child Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this procedure and abide by it. The hirer confirms that, when necessary under the terms of the Child Protection Procedure, appropriate DBS checks will be carried out in respect of persons involved with children and young people on the premises during the course of the hiring.
8. **PARKING:** The hire of the premises does not include the use of parking facilities. Age UK Oadby and Wigston reserves the right to ask for any cars related to this hiring to be removed or prevented from parking on site.
9. **EXCLUSIONS:** The Hirer shall not use the premises for any purposes other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.
10. **ALCOHOL:** These are not licensed premises and no alcohol can be sold thereon without a licence from the local authority. Should the Hirer wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.
11. **SMOKING:** Smoking is only permitted in the designated smoking area under the covered walkway to the side of the building. Smoking is not permitted anywhere else on the premises including the car park.

PLEASE KEEP

12. **MUSIC:** The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform Age UK Oadby and Wigston at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the community centre premises are not unduly disturbed. The Hirer agrees to terminate all noise on the premises by 11.00pm.
13. **PUBLIC SAFETY:** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.
14. Where the purpose for which the premises are hired includes dancing, the Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number specified on the booking form.
15. **EMERGENCIES:** In anticipation of an emergency it is the Hirer's responsibility to ensure that he knows the location of first aid kits, local defibrillator, stopcocks, and the nearest hospital. A health and safety briefing and induction will be given before the commencement of room hire, including contact numbers.
16. **DAMAGE:** The Hirer shall indemnify Age UK Oadby and Wigston for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
17. The Hirer shall not interfere in any way with the switchboard, electricity or gas fittings, meter fittings or fixtures on the premises.
18. It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.
19. **INSURANCE:** The Hirer acknowledges that the loss of any items left unattended is not covered by Age UK Oadby and Wigston insurance cover.
20. **CANCELLATION:** If the Hirer wishes to cancel the booking before the date of the event, payment or the repayment of the fee shall be in the discretion of Age UK Oadby and Wigston. Any bookings cancelled within the 24 hours of the hire start time, full room hire rates will be charged. Any bookings cancelled within the 2 weeks prior to the start time, half of the room hire rates will be charged.
21. Age UK Oadby and Wigston reserves the right to cancel this hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election or bye-election in which case the Hirer shall be entitled to a refund.
22. Even if the Hirer has a regular booking for the hire of the premises Age UK Oadby and Wigston reserves the right to renew, vary or cancel any such regular arrangements.
23. In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired Age UK Oadby and Wigston shall not be liable to the Hirer for any resulting loss or damage whatsoever.
24. **ACCESS:** The Hirer shall allow any duly authorised officer of Age UK Oadby and Wigston access to the premises or any part thereof at all times during the hiring.