

Bishop's Cleeve Parish Council Office Booking Form and Hire Agreement

Please complete and return page 1 with your remittance

This Agreement is made between **Bishop's Cleeve Parish Council ("The Council")** and **The Hirer** named in section 1 below, and at the fee specified in section 5. **The Council** agrees to permit **The Hirer** to use the premises known as Bishops Cleeve Parish Council offices for the purpose stated in section 4 and for the period(s) stated in section 5, subject to the "Standard Conditions of Hire", "The Special Conditions of Hire" and the "Safety Information".

1. HIRER

Name of group or organisation.....
 Address.....
 Postcode..... Telephone Numberemail.....
 Details for invoicing purposes if applicable.....

2. RESPONSIBLE PERSON :

Name of the person who will be responsible during the period of hire

3. PUBLIC LIABILITY INSURANCE : (refer to Standard Condition 8 on page 2) **If no Public Liability Insurance is held by The Hirer a 10% surcharge will be added to the hire charge**

Insurance Company..... Policy Number.....

4. PURPOSE OF HIRE :..... **Number of people attending.....**

Please indicate preferred seating layout **Theatre** **Satellite tables** **Conference**

The council will ensure that the furniture will be set out to accommodate the above number of people. The Council will accept bookings for meetings, information sharing or training purposes. Failure to disclose the true purpose of hire may cause you to lose your booking and the hire fee

5. Period of Hire

<u>.....DAY</u> <u>DATES</u>	<u>START</u> <u>TIME</u>	<u>END</u> <u>TIME</u>	<u>Please indicate which room you wish to</u> <u>hire- room 1 (large) or room 2 (small)</u>	<u>COST</u> Room1 = £26.00 room 2 = £11.00
<u>1</u>				
<u>2</u>				
<u>3</u>				
<u>4</u>				
<u>5</u>				
<u>6</u>				
<u>7</u>				
<u>8</u>				
<u>9</u>				
			Subtotal *	£
			VAT	exempt
			public liability insurance surcharge add 10% of subtotal* if required	£
			Total due	£

PTO

6. **CAPACITY :**

The overall capacity of the building is 60 due to Fire regulations.

The capacity of Meeting room 1: Standing 40 seated 18 Small meeting room 2: Standing 15 seated 8

7. **AGREEMENT AND SIGNATURES :**

I agree, as Hirer to observe all the provisions contained in both the **“Standard”** and **“Special” Conditions of hire** and the **“Safety Information”** attached. **I hereby accept** responsibility for being in charge of the Premises during the period of my hire, and I confirm I am over the age of 21.

Hirers are reminded that fly posting is illegal.

For the Council The Hirer.....

Date Date.....

Keep a copy of pages 2 and 3, for your own reference

NOTE: THERE ARE NO ALLOCATED CAR PARKING SPACES FOR THE COUNCIL OFFICES.

Cheques made Payable to :- Bishop’s Cleeve Parish Council and should be sent to:

Bishops Cleeve Parish Council, Parish Council Office, Church Road, Bishop’s Cleeve, Cheltenham GL52 8LR

Tel: 01242-674440 email assistant@bishopscleevepc.org

THE CARETAKERS can be contacted for bookings taking place on Monday, Tuesday, Wednesday, Thursday, 07762 453026. Friday, Saturday and Sunday 07821 620996

Bishop's Cleeve Parish Council Office

Standard Conditions of Hire

1. **The Hirer** will, during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, also the behaviour of all persons using the premises whatever their capacity. No responsibility will be accepted by The Council for any loss or damage to property belonging to any person attending any function organised by **The Hirer** howsoever such loss or damage occurs.
2. **The Hirer** shall not sublet or use the premises for any unlawful purpose or in any unlawful way, nor bring onto the premises anything, which may endanger the premises, or persons using said premises or invalidate any insurance policies in respect thereof.
3. **The Hirer** shall be responsible for the observance of all regulations appertaining to the premises as stipulated by The Fire Authority, The Bishop's Cleeve Parish Council, The Local Authority, and the Magistrates Court.
4. **The Hirer shall indemnify The Council for the cost of repair of any damage done to any part of the property, including the curtilage thereof or the contents of the building, which may occur during the period of the hiring and as a result of the hiring.**
5. **The Hirer** shall ensure that a responsible person **over the age of 21** is present at all times during the period of hire. The name of this person will be required on the booking form.
6. **If The Hirer** wishes to cancel the booking before the date of the event and The Council is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of The Council. Failure to show for a booking will result in the full hire fee being applied.
7. **The Hirer** shall be responsible for leaving the premises and surrounds in a clean and tidy condition at the end of the hiring.
8. **The Hirer** is recommended by the Council's insurers to provide their own **Public Liability Insurance**. For small groups and casual bookings without their own **Public Liability Insurance** the Council's insurer will provide cover. However, a 10% surcharge will apply. To be exempt from this surcharge **The Hirer** must declare on the Bookings Form and Hire Agreement that Public Liability Insurance is held and quote the policy number.
9. **The Council** reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station, in which case **The Hirer** shall be entitled to a refund of any fee already paid.
10. **The Council** shall not be liable to **The Hirer** for any resulting loss or damage whatsoever in the event of the premises or any part thereof being rendered unfit for the use for which it has been hired.
11. **The Council** reserve the right to refuse or cancel any booking should **The Hirer**, in the opinion of the committee fail to disclose the true purpose of the hiring or make any representation as to the hiring which is false, or fail to disclose any fact which, in the opinion of The Committee is material to this agreement, in which case **The Hirer** shall be entitled to a refund of any fee already paid.
12. **The Council** reserves the right to refuse or cancel any booking where **The Hirer** has wilfully or through lack of supervision caused any damage to the premises or the fabric of the premises.
13. **The Council** reserves the right to refuse any booking that they consider to be a risk to public disorder or alienating the committee's beneficiaries or supporters.

Special Conditions of Hire

- a) **The building** may not be used for any lewd or salacious purpose, which could, in the opinion of The Council, bring the hall into disrepute. **The Hirer** is advised to ensure in the **statement of purpose of hire** that this aspect is thoroughly cleared to the satisfaction of The Committee.
- b) **The building** is available for use to all residents of Bishop's Cleeve and the surrounding area regardless of age, race, religion, disability, political affiliation, etc.
- c) **The Hirer** shall be responsible for clearing the premises by the Finish Time stated on the agreement. Failure to do so may result in charges, which will be deducted, from the deposit; such charges are at the discretion of The Committee.
- d) **The Hirer** shall be responsible for keeping any music or noise at a level in accordance with the Noise Abatement Act, so as not to cause annoyance or nuisance to the community or to give cause for complaint.
- e) **The Hirer is not allowed to sell tickets at the door.**
- f) **The Hirer** will be responsible for the obtaining of any Licence to Sell Alcohol of any kind on the premises, and only with the express permission of The Council
- g) **Notices shall not be displayed on the building or its notice boards**

Safety Information for the use of the Parish Council Office

Responsibility: This information is provided for the safety of people using Parish Council Offices during the period of your hire. It is the responsibility of the Hirer to read and comply with the information in this notice.

1. FIRE SAFETY

For your safety:

All user groups must familiarise themselves and the people in their charge, with the following fire precautions.

All persons on the premises must be aware of their essential responsibilities in the event of a fire or other emergency, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the emergency services and the evacuation procedure

a The person in charge (Temporary Responsible Person) who would be present throughout the event must ensure they are aware of the evacuation procedure and the location of the Fire Assembly Point [Information on the Fire Action Notices]

b On entering the building identify the location of the fire alarm panel, the fire alarm call points, the fire fighting equipment, and location of all fire exits appropriate to the area you are occupying (fire exits are marked with green exit signs)

c Ensure the fire exits are maintained free and unobstructed throughout the use of the

d At the start of the event notify all those present of the fire safety arrangements and procedures in the event of fire

e Identify a person who will contact the Fire Brigade in the event of a fire (Bishops Cleeve Parish Council Office address is located on the Fire Action Notices)

f Ensure the NO SMOKING policy of the building is adhered to.

Action In The Event Of Fire:

Evacuate the Building. Call the Fire Service. Check Building is Clear. Meet Fire Service when they arrive. **The Fire Service must be called to any out break of Fire**, and details thereof must be given to the Clerk to the Council

Evacuation Procedure:

All emergency Exits are clearly marked. The assembly point is the **Public Car Park**. The entrance to the building must be kept clear for the emergency services. Do not re-enter the building even if personal belongings have been left inside.

Calling the Fire Service:

Dial 999 from the nearest available telephone and ask for ' Fire '. Give the location as Bishop's Cleeve Parish Council Office , Church Road, Bishop's Cleeve. The nearest Public Phone is in Church Road adjacent to the entrance to Tesco Car Park.

The Hirer must also comply with the Public Entertainment Licence, a copy of which is displayed on the notice board in the foyer.

Supervision of Public Entertainment:

For Public Entertainment there shall be, in addition to the Hirer, at least one competent person aged 21 or over on duty on the premises to assist people entering or leaving..

First Aid Equipment:

The First Aid Box is located in the kitchen. The use of any items must be reported to the Committee.

Escape Routes:

These must be available at all times and must be kept free of all obstructions.

Emergency Lighting:

This comes on automatically if there is a mains failure.

Explosives and inflammable material:

Highly flammable substances must not be brought, or used, in any part of the premises.

Heating:

No unauthorised heating appliances shall be used on the premises.

Portable Electrical Appliances:

All portable Electrical appliances brought for use on the premises must comply with the requirements of the 'Electricity at Work Regulations 1989'.

Leaving the premises:

Please make sure that all windows and doors are closed and secure on leaving.

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