

Bishop's Cleeve Community Building and Parish Office

Booking Form and Hire Agreement

Please complete and return with your remittances. Keep pages 2 and 3 for your information

This Agreement is made between Bishop's Cleeve Premises Committee ("The Committee") and The Hirer named in section 1 below, and at the fee specified in section 5. The Committee agrees to permit The Hirer to use the premises detailed in section 5 & 6 for the purpose stated in section 3 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.....

Address.....

Email.....Postcode.....TelephoneNumber.....

If hired on behalf of a Group or Organisation please state its name.....

2. RESPONSIBLE PERSON over the age of 21 who will be present at all times during the period of hire and will be responsible for ensuring all fire and evacuation procedures are followed

3. PURPOSE OF HIRE :.....

(Failure to disclose the true purpose of hire may cause you to lose your booking and the hire fee)

4. PUBLIC LIABILITY INSURANCE : Insurance company.....policy number.....

5. Period of hire: bookings are limited to a maximum of nine sessions per booking form- payment must accompany booking form unless a credit account is set up in advance at the discretion of the Proper Office of the Council- No provisional bookings are accepted. Please look on the website www.bishopsclleevepc.org or telephone the office on 01242 674440 to check availability

| <u>DATES</u> | <u>Please indicate which room you wish to hire-</u> <u>CB 1 (large hall), CB 2 (small room),</u> <u>PO1 (large room) PO2 (small room)</u> | <u>Start</u> <u>time</u> | <u>Finish</u> <u>time</u> | <u>Total</u> <u>hours</u> | <u>COST PER HOUR</u> <u>Rooms 1= £9.00</u> <u>Rooms 2= £6.00</u> |
|--------------|---|-----------------------------|------------------------------|------------------------------|--|
| <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> | | | | | |
| | <u>Sub Total</u> | | | | £ |
| | Unless you have your own Public Liability Insurance please add 10% | | | | £ |
| | <u>VAT</u> VAT Registration number 821 7906 27. | | | | exempt |
| | <u>Total due: cheque or cash to accompany booking form</u> | | | | £ |

6. PREMISES : The kitchen is available for use to all hirers. **There are no allocated parking spaces.** Only non marking shoes are to be worn in CB room 1. The premises must be left in the same condition that they were in at the start of the hire period (including furniture) by the **stated finishing time. There will be no access before the time stated on the booking form, so please allow for setting up. The Caretakers will leave the building no later than 10minutes after the start of the booking so if there are any unforeseen delays please telephone the Caretaker.** THE CARETAKERS can be contacted on: for bookings taking place Monday & Tuesday Wednesday, Thursday ring 077624 53026 and Friday, Saturday and Sunday ring 0782 1620996. Please make any furniture/room layout requests at the time of booking to make sure that the rooms are ready for you.

7. CAPACITY : CB 1 :- Standing/Close seated is 130 & Open Seated is 65 CB 2 :- Standing/Close seated is 50 & Open Seated 25: PO1 standing closed seating is 40 and open seated is 20, PO2 is seated 6. Please note the Parish Office can only have 60 people in the building at any one time due to fire regulations. The foyer area can be used for display purposes.

9. Hirers are reminded that fly posting is illegal and the Committee reserve the right to cancel bookings if fly posting is undertaken.

10. 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 for ensuring that all conditions of the Public Entertainment License relating to management and supervision of the premises are met. I am over the age 21.

For the Committee

The Hirer

Date

Date

Cheques and all correspondence should be sent to Bishop's Cleeve Parish Council, Church Road, Bishops Cleeve, CHELTENHAM, GL52 8LR Tel -01242 674440 Email assistant@bishopsclleevepc.org cheques made payable to :- Bishop's Cleeve Parish Council

Bishop's Cleeve Community Centre and Parish 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 Committee 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 Committee 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 30 days or more before the date of the first event on the booking form, a refund or credit note will be issued however within 30 days of the first hire date on the form no refunds or credits will be given. 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 Committee** 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 Committee** 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 Committee** 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 Committee** 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 Committee** reserves the right to refuse any booking that they consider to be a risk to public disorder of alienating the committee's beneficiaries or supporters.

Special Conditions of Hire

- a) **The buildings** may not be used for any lewd or salacious purpose, which could, in the opinion of The Committee, 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 buildings** are 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 **parish office meeting rooms** can only be hired for training, meeting or information sharing purposes .
- d) **The Hirer** shall be responsible for clearing the premises by the Finish Time stated on the agreement. Failure to do so will result in additional charges, **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 Committee
- g) **Notices** shall not be displayed on the building or its notice boards unless previously approved and initialled by the proper officer of the Council. The Council are not responsible for displaying publicity for events held at its premises but will try to accommodate where possible. However lack of publicity is not a justifiable reason for cancellation refunds.
- h) **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. All persons on duty 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.

Safety Information for the use of the Community Centre and Parish Office

Responsibility:

This information is provided for the safety of people using The Buildings during the period of your hire. It is the responsibility of the Hirer to read and comply with the information in this notice. The Hirer must also comply with the Public Entertainment Licence, a copy of which is displayed on the notice board in the foyer of the community building. There is no public entertainment licence for the parish office building

FIRE 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 signed in and the sheet must be kept by the responsible person until the hire is complete, when it must be left in the room. All individuals 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) as indicated on the booking form must ensure they are aware of the evacuation procedure and the location of the Fire Assembly Point
- 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 building
- 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
- f Ensure the NO SMOKING policy of the building is adhered to.

Action In The Event Of Fire:

The lift is not to be used. Any disabled persons should wait in the identified refuge room and other users should evacuate the Building. Call the Fire Service. Check Building is clear by using the signing in sheet as a register. 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 identified by signage in the parish garden.** 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 / Youth and Community building, Church Road, Bishop's Cleeve. The nearest Public Phone is in Church Road adjacent to the entrance to Tesco Car Park.

First Aid Equipment:

The First Aid Box is located in the kitchens. The use of any items must be reported to the proper officer of the council.

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.

Use of the Kitchen:

No children are allowed in the kitchen.

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'.

In The Event of a Gas Leak:

Do not Smoke. Do not use any Naked Flame. Do not turn Electrical Switches ON or OFF.

Turn off Gas Supply. Stop valves located in the Storeroom off Room 1. Open all doors and Windows to get rid of gas.

Call Gas Emergency Service **Tel no :- Freephone 0800 111 999.**

Inform proper officer of the Council

Leaving the premises:

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

THE CARETAKER THE CARETAKERS can be contacted on: for bookings taking place Monday & Tuesday, Wednesday or Thursday ring 077624 53026 and Friday, Saturday or Sunday ring 0782 1620996.