



Room Hire Agreement Gannow Community Centre

Office Use Only:
Form Completed by

Booking Ref No

Contact Details

Name of Organisation _____ Contact Name _____
Address _____
_____ Post Code _____
Telephone _____ E-mail _____
Invoice Name and Address (if different from above) _____
_____ Dept. Code (CVS only) _____

Room Requirements

Date/s _____ Times from _____ to _____
Name of Meeting _____ No. of Delegates _____
Room(s) Required (**Please choose: Main Hall; Meeting Room; Snooker Room; Upstairs Room; Full Centre Hire**)

Room Layout _____

Additional Equipment Required (i.e. Laptop, MMP, Induction/Hearing Loop, Flipchart)

Refreshments

Tick box if you intend to use the facilities for making light refreshments using your own consumables (tea, coffee, sugar & milk etc.)
NB please bring your own tea, coffee, milk, sugar etc, and wash-up & tidy afterwards.

Tick box if you are arranging for caterers to deliver food
Please indicate time and room for delivery of food _____

Special Requirements (i.e. out of hours lock-up, disabled access) _

I have read, understood and will abide by the Conditions of Hire as described on the reverse side of this form.

Signed _____ Dated _____

NB Confirmation of delegate numbers will be required at least 2 working days prior to your booking. Cancellation of room hire must be notified at least 5 working days before the day booked otherwise the full amount for room hire is payable. For details about housekeeping please refer to the Conditions of Hire on the reverse side of this booking form.

Car parking - A few spaces are available close to the building and there is ample space on surrounding streets.

PLEASE RETURN THIS BOOKING FORM TO:
Reception, The CVS Centre, 62/64 Yorkshire Street, Burnley. BB11 3BT.
Tel: (01282) 433740 e-mail: reception@bprcv.co.uk Website: www.bprcv.co.uk

GANNOW COMMUNITY CENTRE CONDITIONS OF HIRE

GENERAL INFORMATION

The person responsible for booking the Centre as a venue and organising the event, hereinafter referred to as 'the hirer' shall ensure that the rules governing the use of the Centre as detailed below are complied with.

The hirer shall be responsible for ensuring that the premises are used only for the purpose stated on the room hire agreement and shall not sublet or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto. Arrangements may be made in advance for the premises to be inspected prior to use to ensure suitability for the purpose for which they are hired.

The hirer shall be responsible for making arrangements to insure against any third party claims against his/her organisation whilst using the Centre.

The hirer shall ensure that the Centre's Health & Safety and building security policies & procedures are respected and adhered to, and that door codes are kept confidential. The hirer shall be responsible for ensuring that: 1) they sign for any keys borrowed and return them as agreed within the timescale agreed following completion of the hire period, and 2) the building is properly secured, (i.e. alarm set and all windows, doors and gate are locked) before leaving the premises.

The hirer shall be responsible for the supervision of the premises and also the behaviour of **all** persons in their group using the premises during the hire period. **THE HIRER SHOULD BE AWARE OF AND SHOW DUE CONSIDERATION TO THE NEEDS OF OTHER GROUPS WHO MAY BE USING THE BUILDING AT THE SAME TIME AS THEM (I.E. PLAYING MUSIC, CHILDREN RUNNING ABOUT, EXERCISE CLASSES IN PROGRESS)**. Centre staff reserves the right to request a person to leave the premises should that person's behaviour become unruly or abusive. If an event is cancelled as a result of such action then Centre staff regret that no refund of hire charges will be given.

The hirer shall be responsible for ensuring that the noise level of the function will not interfere with other users of or activities within the building, nor cause nuisance or inconvenience to resident organisations or occupiers of neighbouring properties-unless a special arrangement is in place.

The hirer shall remove all their property at the end of the hire period, unless a specific arrangement is in place. The Centre does not encourage people to leave property/equipment at the premises between hire sessions due to lack of secure storage space and will accept no responsibility for any hirer's, delegate's or visitor's property left in the Centre after the hire period.

FIRE SAFETY

The hirer shall be responsible for ensuring that:

- 1) all delegates 'sign-in' for fire safety purposes, and
- 2) *all delegates are informed about the Centre's Fire Safety arrangements and Fire Emergency Evacuation Procedure* as per the notices displayed on the wall near to the door in each room in the Centre, and
- 3) any fire-fighting equipment on the premises is not removed or tampered with, and
- 4) emergency exits from the premises are not blocked or allowed to be blocked during the period of hire.

ACCIDENTS

The hirer shall be responsible for the provision of proper precautions for the prevention of accidents to any persons on the premises during the period of hire and for *informing all delegates about the Centre's Accident Procedure* as per the notices, which are displayed on the wall near to the door in each room in the Centre.

HOUSEKEEPING

The hirer should allow them self time to set out the meeting room/s as required *within the times booked* – please refer to the manual handling information posters on display.

Refreshments - the hirer should provide their own tea, coffee, milk, sugar etc and wash-up and put away crockery & cutlery after use.

The hirer should inform Centre staff of arrangements with outside caterers – Centre staff does not take responsibility for non-delivery.

All groups using the kitchen must be registered with the Environmental Health and Licensing Dept. Hygiene regulations apply to all activities carried out in the kitchen, which must be supervised by a person with a Level 2 Certificate in Food Safety.

The hirer *must ensure that **no** alcohol is consumed on the premises during the period of hire without prior consent, applied for in writing, of the Burnley Pendle & Rossendale Council for Voluntary Service Executive Committee.*

*Smoking (including E-cigarettes) is **not** allowed in the Centre – please use an area outside, avoiding the entrance to the building – please use the receptacle provided for cigarette ends.*

The hirer shall be responsible for ensuring that the event finishes by the end-time stated at the time of booking. It may be possible that the event can be allowed to run over time, but this would be subject to the hirer checking with staff prior to the end-time arriving and there not being another event booked in the same room directly afterwards. **NB meetings that overrun may be subject to extra charges.**

The hirer is responsible for leaving the premises clean and tidy by the time of completion of the hire period (including washing up etc), otherwise extra charges may apply. The Centre will provide waste bins and/or refuse bags, and hirers should ensure that all rubbish is placed in these.

THE CENTRE SHALL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO ANY PROPERTY (INCLUDING DELEGATES' VEHICLES), NOR FOR ANY LOSS, DAMAGE OR INJURY WHICH MAY BE INCURRED BY, OR BE DONE TO OR HAPPEN TO ANY PERSON OR PERSONS THAT ARISES DURING THE HIRE PERIOD AS A RESULT OF THE HIRING ORGANISATION'S ACTIVITIES OR NEGLIGENCE.