**Hanham Hall Community Room**

**HIRING CONDITIONS AND BOOKING FORM, TO BE COMPLETED FOR ALL BOOKINGS**

1. Room hire costs £15 per hour, you must book and pay for the room at least 2 weeks before your event. To make a booking you need to complete this booking form. HHRG & CIC bookings are made through an appointed Chairperson any other bookings are made through LSEM 0179614300. **N/A**
2. The hire charges will be calculated on the information given and that all other times the facilities may be hired to other users. Charges to dates/times required, and/or extra dates/times required to those covered by the booking must be informed to LSEM as soon as possible but at least during the month prior to the change taking place. The hiring of the facilities is subject to acceptance of these terms.
3. Responsibility- The hirer, being said person on this agreement over the age of 18, hereby accepts responsibility for being in charge of and on the premises at all times as well as ensuring all conditions relating to the management and supervision of the premises are met, the room is vacated on time and the building exit doors closed and secure on exit. Any damage as a failure to this will be recharged to the hirer( named on this agreement).
4. Restricted numbers- Up to a maximum of 40 persons are permitted for this booking and use of the premises-The hirer shall not use the premises for any other purpose other than for which it has been booked.
5. Safety and conduct-The hirer at all times during the hire shall be solely responsible for the safety and conduct of all members/guests using the premises. Hirer(s) must give due regard to the level of music and general noise at all times, the room should be vacated by 9 pm unless prior permission is obtained from LSEM. The hirer shall make good or pay for all damage (including accidental damage) to the premises or to fixtures, fittings or contents and for loss of contents.
6. Fire-The hirer should familiarize themselves with the Fire procedures displayed in the community room and ensure that all present are aware of the location of the fire exits. Smoking is prohibited in the building. No flammable items shall be used or left in the building. The use of any naked flames or portable heaters in the building, with the exception of ordinary birthday candles is prohibited. The hirer shall ensure that all fire exits remain clear and that fire equipment is not interfered with or used in an irresponsible manner.
7. License and insurance- The hirer will ensure all appropriate licenses and insurance are obtained and observed.
8. Intoxicating liquor- If intoxicating liquor is to be sold the hirer must obtain a temporary event notice and notify LSEM.
9. Health and safety policy- The hirer must report all accidents involving injury to the public to the owner as soon as possible and report information in the accident book located on the white board within the community room.
10. Electrical appliance safety- The hirer shall ensure that any electrical appliances brought by them to the premises and use there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. No unauthorized heating appliances shall be used on the premises without consent of LSEM.
11. Stored equipment-No personal equipment, jumble, toys, or other items to be stored on the premises unless authorized by LSEM, any liability for loss or damage is hereby excluded.

1. End of event-The community room**-All rubbish must be removed** by the user including glass and bottles. No broken glass to be left in refuse bags. All recyclable rubbish to be taken home by the

user. Windows and doors secured unless otherwise instructed by LSEM**.** Premises must be vacated within 15 minutes of the end of the event and any equipment etc brought in, removed.

1. Faults- Any faults on facilities or equipment should be entered into the faults book located on the white board and reported to LSEM.
2. Non –liability statement- LSEM will not be responsible for property lost or damaged on the premises. Cars parked at owner’s risk. Lost property may be retained for 30 days after the event and then disposed of.
3. Right of entry- LSEM Have the right of entry at all times.
4. Access arrangements will be agreed on acceptance of this booking form..
5. Cancellation- Bookings for the community room are subject to cancellation if the community room has become unfit for the use for which it has been hired. Further, LSEM reserves the right

to terminate a booking after 4 weeks of nonpayment.

**ROOM HIRE BOOKING FORM / AGREEMENT**

 Hirer (name of person making the booking):

 Job Title:

 Organization:

 Address:

Tel:

Email:

EVENT DETAILS

Event date: No. of delegates:

 (max 40)

Event name:

Start/finish times: Start time: Finish time: by

Once Booking is confirmed you will receive an invoice.

Data protection: you are giving your consent for LSEM Ltd to store and process your data. LSEM Ltd will not share any information with other parties.

All final details must be received by LSEM Ltd 14 days before the date of the event. Your receipt will be sent after the payment is made – **N/A**. I agree to the terms and conditions supplied with this booking form.

Signed: Date:

 Name:

Position:

Forms can be emailed to bookings@lsem.org.uk

Posted to,

LSEM Ltd

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