|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Function Booking Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Main Hall** |  |  | **Small Hall** |  |

**Centre:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please Tick (dependant on centre) |

**APPLICATION FOR HIRE**

To be submitted at least 7 days prior to booking

**Name:**   **Tel No:**

**Address:**

 **Postcode:**

**Email Address:**

**Type of Function:**  **Number of attendees (Approx**):

**Date:**  **Time From:**  **Time To:**

**\*\*Children’s Parties Only\*\***

**Age of Children:**   **Number of Adults Supervising:**

**PLEASE TICK IF YOU INTEND TO USE ANY OF THE FOLLOWING:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | ***\*\*Official Use Only\*\**** |
|  |  |  | ***PAT Testing*** | ***PL Insurance*** | ***Signed*** |
| **Bouncy Castle / Inflatable / Soft Play** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Disco** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Entertainer** |  |  |  |  |  |

*Public Liability insurance certificate and Portable Appliance testing certificate/sticker must be seen by a member of RBC Staff in advance of hire. Failure to provide may result in your booking being cancelled.*

I hereby agree to observe and perform all the conditions of hiring,

**Signature of Hirer:**  **Date:**

The signatory will be responsible for payment of the hiring to which this application relates.

In the event of cancellation, **Seven days notice must be given in writing (email accepted):**

Community Centre Development, Redditch Borough Council, Town Hall, Walter Stranz Square, Redditch. B98 8AH

Email: matthew.hartles@bromsgroveandredditch.gov.uk

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Official Use \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Invoice Generated: |  |  | Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Paid Cash / Cheque: |  |  | Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Hire Agreement**

**General**

1. The person who signs the application will be considered by the council for all purposes to be the hirer. Where a promoting organisation is names in the application for the hire, that organisation will be similarly considered to be the hirer and will be jointly and severally liable hereon with the person who signs the application.
2. The hire of the premises does not entitle the hirer to use or enter the premises at any other times than the specific hours outlined in the booking form. Each booking is entitled to 15 minutes before and after for set up and clear away. Anything additional will need to be booked as part of the booking time. Failure to observe will result in further charges at the current hire rate being applied.
3. The hirer is responsible for all damage to the premises and to any property in the premises occurring during the time of hiring.
4. All facilities must be left clean in the condition that it is found. Cleaning equipment will be provided. Failure to observe will result in further charges.
5. At no time should the premises be left unattended by the hirer unless the premises has been sufficiently secured.
6. All authorised representatives of the Council and contractors completing repairs and maintenance have the right of entry to the premises at any time during the hiring.
7. No bolts, nails, tacks, screws, pins etc shall be driven into any part of the premises nor shall any placards or other articles be fixed thereto.
8. The hirer shall not hire the premises to any other person or organisation and the premises shall not be used for any other purposes than shown on the accepted booking form.
9. The hirer is responsible for opening and securing the building at the start and end of the booking, collecting and returning the key to the key safe. Loss of keys will result in the hiring organisation being liable for any costs associated for replacing lost keys.
10. For all children’s parties, enough adult supervision should be present to ensure front doors and toilets are supervised.

**Payment**

1. The Hire charge will be invoiced prior to the function and must be paid to the no less than 14 days prior to the function. Where this presents a problem, please contact the Community Centre Development Manager.

**Cancellation**

1. 7 days notice must be given by either party.
2. Failure to provide this will result in the council being entitled to charge the full hire fee in respect of such bookings.
3. On occasions the centre may not be available due to major works that would compromise the safety and wellbeing of the users. Where this is planned the council aims to give at least 7 days notice.

**Legal**

1. Any electrical equipment to be plugged in and used at the centre must carry a current portable appliance testing certificate (PAT) or stamp.
2. It is expected that all groups will comply with Redditch Borough Council’s policies on Equal Opportunities and Health and Safety. Copies of which are available on request.
3. Public Liability Insurance is the responsibility of and company brought in by the hirer e.g entertainers, bouncy castles, discos should all have appropriate Public Liability insurance..
4. Where bouncy castles are hired, they must be positioned in such a way that does not obstruct emergency exits or fire extinguishers and should have enough height clearance between the ceiling and the top of the castle. Please see room dimensions information.
5. No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of the copyright. No Theatrical production shall be performed without the appropriate licence. The Borough Council may request that such licences shall be produced prior to the booking taking place.
6. No copyrighted film or TV programme should be shown with out the appropriate licence.
7. Phonographic Performance Limited Licence (PPL) and Performing Rights Society Licence (PRS) are in place at all Community Centres. Any additional licences are the responsibility of individual hirers, including industry specific for the purpose of the hire.
8. No excisable liquor shall be sold or supplied on the premises unless an occasional licence for the premises is in force at such time and the hirer shall produce such licensing to Centre staff before the commencement of the hiring.
9. Fly posting and billposting are illegal in the Borough and must therefore not be used to advertise bookings.
10. The Council shall not be responsible for:
* Any loss or damage to any property arising out of the hiring.
* Any loss, damage or injury which may be incurred by or done or may happen to any person or persons resorting to the premises during the hiring, arising from any cause whatsoever. Any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the premises to be closed temporarily or the hiring to be interrupted or cancelled.
* The hirer shall indemnify the Council against any claim which may arise out of the hiring or which may be made by any person resorting to the premises during the hiring in respect of any such loss, damage or injury.

**Reporting**

1. In the event of an accident or incident, please complete the accident book or incident report located on site and inform the caretaker upon their return. First Aid provision is the responsibility of the hirer, and no first aid facilities are accessible to the public.
2. Minor Faults and breakages should be reported to the caretaker as soon as possible. More serious faults should be reported to the Community Centre Manager immediately. Where the health, safety and wellbeing of the users are at risk, it is the hirer’s responsibility to ensure the risk is controlled evacuating the premises if necessary.
3. In the event of an emergency please contact
	1. The Emergency Services by dialling **999**
	2. The Police by dialling **101**
	3. The Community Centre Manager on **07789 928 759**

**Signed: Date:**

**Print:**

**On behalf of: (Booking Name)**