



Room Hire Agreement CVS 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 * _____
***NB There is an extra charge of £25.00 for meetings held out of hours (for caretaker to secure the building).**
Name of Meeting _____ No. of Delegates _____
Room(s) Required **(Please choose from the following: Rachel-Kay Room; Interview Room)**

Room Layout **(Please choose from the following: Board Room; Theatre; U-shape (Table/Chairs); Horseshoe (Chairs); Cabaret; No Table or Chairs; Other)**

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 _____

OR for provision of refreshments by the Centre, please tick accordingly:
 Tea & coffee @ 65p per person per serving Time/s _____
 Tea, coffee & biscuits @ 90p per person per serving Time/s _____

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 of the Resource Centre, on the reverse side of this booking form.

Car parking – 9am to 5pm – 3 spaces for disabled badge holders only in the rear courtyard of the Centre; free on surrounding streets at your own risk; St Mary’s Church Car Park for £1.50 per visit. For evening meetings please use the rear courtyard for parking where possible.

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

THE CVS 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 and that all keys borrowed are returned within 24 hours following completion of the hire period.

The hirer shall be responsible for supervision of the premises and the behaviour of **all** persons in their group using the premises during the hire period. **THE HIRER SHOULD BE AWARE OF AND GIVE DUE CONSIDERATION TO THE NEEDS OF OTHER GROUPS WHO MAY BE USING THE BUILDING AT THE SAME TIME AS THEM.** 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 the Centre staff regrets 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. 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 allow 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 may request preferred layout of the hire room at the time of booking or *should allow him/herself time to set out the meeting room/s as required within the times booked* – please refer to the manual handling information posters on display.

The hirer should inform Centre staff of arrangements with outside caterers. Centre staff do not take responsibility for non-delivery of refreshments. Due to hygiene regulations, the kitchen may **not** be used for the preparation of food.

The hirer should provide their own tea, coffee, milk, sugar etc and wash-up and put away crockery & cutlery used unless refreshments have been provided by the Centre.

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 building – an area in the rear courtyard (near to the fire escape) has been designated for smoking; 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. NB if assistance is required, please enquire with CVS staff.

EVENING SESSIONS

The hirer shall be responsible for ensuring that if their hire period is to start or end later than the Centre's hours of opening, arrangements are made *prior to the hire taking place*, for access to and securing of the building. Either the hirer or another nominated person will open or secure the building following training where necessary, or wait at the premises until the caretaker arrives to open/secure the building.

THE CVS 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.