



BOOKING CONFIRMATION PAPERWORK

Booking Form, Ts & Cs, Fees and Charges

Each time you hire out your venue you have a responsibility to ensure it is not being used by extremist or terrorist groups.

You should always issue a hiring agreement for each booking or series of bookings. You should check the type of event and the names of the speakers to make sure it is a bone fide event. Please also read the 'Prevent' downloadable guidance sheet from the Craven District Council website.

If you have any concerns about who is hiring your village hall, please contact the Prevent Lead Officer for Craven, Stacey Reffin. Email sreffin@cravendc.gov.uk or telephone her direct on 01756 706291.

You may wish to consider having a bookings calendar on your venue's website. This makes it easier for people to find out if the space is available when they want it, and if not, then select another date.

You could have an online booking form, together with the Terms and Conditions of Hire on your website as well. You should also include a table of Venue Hire Charges.

Whenever anyone books a room – whether through the phone, online or by word of mouth, the booking should be confirmed with a Booking Form accompanied by the Terms and Conditions of Hire.

A template booking form is below.

Terms and Conditions of Hire will depend on your venue. A template giving examples of what you may wish to include is below. Some elements may not be your liking – the template is very comprehensive and hopefully will give you pointers about how you want to run your venue.

The Fees and Charges should include

1. A brief description of the different areas of the venue for hire and how they can be combined with each other, including a general idea of the size of audience each area can accommodate
2. A table showing the different rates for rooms at different times of day/week. This is where you indicate the length of time the hire charge covers eg price per hour 8.00am – 5.00pm, 5.00pm – 12.00midnight. You might want to charge a different amount at weekends. See below.

This guidance sheet is to provide general guidance only. It does not constitute legal advice and it should not be seen as a complete or authoritative statement of the law. It is the responsibility of village venue trustees or event organisers to ensure that they fully comply with the law. The Council is not responsible for the content of external websites referred to in any of these guidance sheets.

3. A map showing the location of each room for hire.

Your website and any material you send out might include a table of charges showing the different charges at different times of the day/week:

Venue Name					
Room hire – PRICING PER HOUR					
Mon – Friday 8am – 5pm	Room 1	Room 2	Kitchen	Combination of Kitchen and Room 1	Combination of Kitchen and Room 2
Mon – Friday 5pm – 12 midnight					
Sat – Sunday 8am – 5pm					
Sat – Sunday 5pm - midnight					

A template of possible venue hiring documentation is

HIRER'S CONTACT DETAILS:

Name	
Organisation	
Address	
Email	
Phone Number 1	
Phone Number 2	

ROOMS YOU WISH TO HIRE *(tick relevant box)*

Main Hall	<input type="checkbox"/>	Room 2	<input type="checkbox"/>
Room 1	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>

BOOKING DETAILS

Please give details of the type of event you are holding. Attach a copy of the programme details and names of any speakers if applicable.

Room Access required from	
Event Start Time	
Event Finish Time	
Room Access Required Until	
Number of People Expected	
Public or Private Event	
Refreshments Y/N	
Please provide details of how you would like the room to be set up Theatre style Boardroom Cabaret Committee etc	
Equipment Required Y/N please state (refer to booklet for prices)	
<ul style="list-style-type: none"> • Projector • TV Screen (max 2 available) can be used in all rooms • Flipchart & pens • Conference telephone 	

I am the hirer / I am authorised by the Hirer (delete as appropriate) to enter into this agreement I agree to the terms and conditions

Suggested form for completion by the venue

Date of Enquiry	
Amount Due	
Staff Member	
Date Confirmed	
Hirer	
Period of Hire	

TERMS AND CONDITIONS

This Agreement constituting the Room Hire Booking Form and these Terms and Conditions is made between the Hirer and the Venue. The parties agree that the hiring will be carried out in accordance with this Agreement.

1. Definitions and Interpretation

1.1. The Venue – means **FULL NAME AND ADDRESS** of venue

1.2. The Hirer – means the person or organisation as set out on the Room Hire Booking Form.

1.3. The Premises – means the Main Hall/Room 1/Room 2 /Kitchen at **VENUE NAME AND ADDRESS** as set out in the Room Hire Booking Form.

1.4. The Building – means **VENUE NAME AND ADDRESS**

1.5. The Amount Due – means the amount excluding VAT that the Hirer is required to pay to the Venue as set out on the Room Hire Booking Form.

1.6. The Period of Hire – means the period set out on the Room Hire Booking Form

2. Maximum capacity

2.1. The Hirer will not exceed the maximum capacities for the Premises.

2.2. The maximum capacities are as follows: Sports Entertainment **Main Hall XX people** Public Entertainment **Main Hall xx people Room 1 xx people Room 2 xx people** Kitchen **xx people**

2.3. The Hirer shall ensure that no person under 16 years of age is permitted to enter the kitchen

3. Use of Premises

3.1. The Hirer shall not use the Premises for any purpose other than that described on the Room Hire Booking Form and shall not sub-hire or use or allow the Premises to be used for:

- Any political rallies or demonstrations.
- For purposes which are illegal i.e. be they forbidden by law or unauthorised by official or accepted rules.
- For functions attended by people whose presence may cause civil unrest or division within the community.
- To an organisation or individual which has been banned by law.
- Or to do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

3.2 The Venue reserves the right to exclude or eject from the Premises any person, and to cancel any booking where it considers:

- That such events may be contrary to the interest of the general public or contrary to any law or act of Parliament. Any bookings will also be subject to consideration from the police to ensure the safety of the community is assessed against the request for a venue booking.
- The users of the premises may do something that may cause or pose a risk of loss, damage or significant expense to the Venue or harm the reputation of the Venue.
- The Hirer shall ensure that no equipment, goods or other materials are left on the Premises overnight.

4. Licences

4.1. The Hirer shall be responsible for obtaining any licences and for completing any returns that may be required by the Performing Rights Society, Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other similar bodies in connection with the hiring and the Hirer shall indemnify the Venue against the consequences of the Hirer's failure to do so.

4.2. Where the use of the Venue Premises Licence is permitted by the Venue, the Hirer shall ensure compliance with the conditions of the Premises Licence (Schedule 1). **This may not apply to you**

4.3. The Hirer shall not apply for a Temporary Event Notice without the written permission of the Venue.

4.4. The Hirer shall ensure that they have all permits, consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any authority or person in respect of the event. This includes where required a licence issued by the Performing Rights Society and any copyright permission.

5. Health and Safety Compliance

5.1. The Hirer shall comply with all requests of the Venue's Safety Adviser and must supply any documents requested promptly.

5.2. The Hirer shall be responsible for the health and safety aspects of the use of the Premises during the Period of Hire. The Hirer must carry out a risk assessment for each event. *A copy of the risk assessment must be supplied to the Venue at least 28 days before the first date of the Period of Hire.*

5.3. The Hirer shall ensure they are familiar with the:

- a. fire alarm points
- b. fire evacuation procedures, routes, refuge point and assembly point
- c. location of telephone
- d. location of first aid kit
- e. location of the accident reporting book

5.4. The Hirer shall

- a. ensure clear and unobstructed access and regress is maintained to all emergency exits in the Premises
- b. ensure fire doors in the Premises are not be propped or left open at any time
- c. familiarise visitors with the position of fire alarm points, fire evacuation routes, fire refuge points and the fire assembly point
- d. appoint fire wardens who are trained in emergency procedures

5.5. The Hirer is advised to carry out a practice evacuation of the Premises to highlight any points for concern.

6. Electrical Appliance Safety

6.1. The Hirer shall ensure that any electrical appliances intended to be used by the by the Hirer at the Premises *shall be PAT tested, and details submitted to the Venue 28 days prior to the booking.*

7. Alterations

7.1. The Hirer must not make any alterations to the Premises or any other part of the Premises without the Venue's prior written consent.

8. Food and Drink

8.1. Where food or drink is to be supplied to the public the Hirer or caterer must hold a Basic Food Hygiene Certificate. *A copy of the certificate must be supplied to the Venue at least 28 days before the first date of the Period of Hire.*

8.2. The Hirer shall if preparing, serving or selling food observe all relevant food and hygiene legislation and regulations.

8.3. If the Hirer wishes to use caterers on the Premises during the Period of Hire, the Hirer must ensure that the caterers comply with all health and hygiene legislations and regulations.

9. General regulations

9.1. The Hirer must ensure that no goods which are illegal, counterfeit, dangerous or deemed to be of an offensive or inappropriate nature (as determined at absolute discretion of the Venue) are displayed or offered for sale on the Premises.

9.2. Any items deemed to be of an offensive or inappropriate nature by the Venue shall be removed from display or sale immediately on the request of the Venue.

9.3. Smoking and/or vaping is not permitted in the Building. The Hirer shall ensure there is no smoking and/or vaping at the Premises.

10. Nuisance

10.1. The Hirer must not do or allow anyone attending their hiring to do anything on the Premises which is or may become a nuisance to the Venue or other hirers or to the occupiers of adjoining or neighbouring premises.

10.2. The Hirer shall be responsible for requiring any person causing such a nuisance to leave the Premises and the Building.

11. Children

11.1. The Hirer shall ensure that where an event involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate child protection policies and procedures in place.

12. Charges, Confirmation and Cancellation

12.1. The booking will be confirmed on acceptance of the booking by the Venue

12.2. The Venue reserves the right to cancel any booking for any reason. Where a booking is cancelled by the Venue, the Venue shall incur no liability to the Hirer whatsoever.

12.3. Where the booking is cancelled by the Hirer less than 28 days before the first day of the event the Amount Due must be paid in full **you may wish to change this or have a sliding scale**

13. End of Hire

13.1. The Hirer shall ensure that the Premises are vacated at the end of the Period of Hire.

13.2. The Hirer shall ensure the Premises and surrounding area in a clean and tidy condition and all equipment, goods and other materials including rubbish are removed from the Building at the end of the Period of Hire.

13.3. Where the hire includes use of the kitchen the Hirer shall ensure all crockery, utensil, the cooker and fridge are left in a clean and empty condition. A charge of £100.00 shall be payable by the Hirer where the kitchen including any crockery, utensil, the cooker and fridge have not been left in a clean condition.

13.4. Additional charges may apply where the Hirer fails to comply with clause 17.1 and 17.2.

14. Payment and Amount Due

14.1. The Hirer shall make payment of the Amount Due plus VAT within 14 days of the date of the invoice. You may want to amend to request payment in advance of the event.

14.2. Interest at the rate of 4% above the base rate of the Bank of England from time to time will be payable on any late payment. **you may wish to change this**

14.3. The details of the Amount Due are set out on the Room Hire Booking Form. VAT is payable in addition to the Amount Due. The Venue updates room hire charges from time to time. The Venue will give 10 days' notice of any increase in the Amount Due. **you may wish to change this**

14.4 Concerns regarding pricing should be addressed within 30 days of the booking confirmation issued by the Venue. **you may wish to change this**

15. Insurance

15.1. During the period of the hire, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Premises and shall indemnify the Venue from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the course of or caused as a result of the hire except where due to the negligence of the Venue or their respective servants or agents.

14.2. The Hirer shall maintain Public Liability Insurance in the sum of not less than £5,000,000, in place for the use the Premises during the Period of the Hire. *A copy of the Hirer's Public Liability Insurance Certificate shall be provided to the Venue not less than 28 days before the first date of the Period of Hire.*

16. Data Protection

16.1. Personal data supplied on the Room Hire Booking Form will be held and will be used in accordance with the Data Protection Act 1998 for statistical analysis, management, planning and in the provision of services by the Venue and its partners.

17. Care of Premises and Equipment

17.1. The Hirer shall ensure no damage is caused or permitted to be caused to the Premises or any equipment or fittings during the Period of Hire.

17.2. The Hirer shall be responsible for any damage caused or permitted to be caused to the Premises or any equipment or fittings during the Period of Hire.

18. Loss or damage

18.1. The Venue shall not be liable for any death injury loss or damage however so caused to the Hirer, persons using the Premises and/or to their property except for death or personal injury or damage to property caused by negligence on the part of the Venue or its employees or agents; or any matter in respect of which it would be unlawful for the Venue to exclude or restrict liability.

19. Advertising

19.1. No advertising shall be displayed at the Building without the written permission of the Venue.

19.2. Any artwork or other advertising for the event must be approved by the Venue.

19.3 A charge of £100 shall apply where the Hirer fails to comply with clauses 19.1 and 19.2.

20. General Terms

20.1. The Venue may from time to time amend or add to the Terms and Conditions of Hire in writing.

20.2. The Hirer shall ensure that their event/hire complies with all relevant legislation and regulations.

20.3. The Hirer shall engage with the Venue's Safety Advisory Group when requested.

20.4. If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in force and effect, and such invalid or unenforceable provisions or portion thereof shall be deemed omitted.

20.5. No term of this agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to this agreement, but this does not affect any right or remedy of a third party which exists or is available apart from under that Act.

20.6. This Agreement will be governed by and interpreted in accordance with the laws of England and the English courts shall have exclusive jurisdiction with respect to any dispute arising under this Agreement.