



Tel: 01242 674440 email: admin@bishopscleeveparishcouncil.gov.uk

Premises Booking Form for Community Building with effect from January 2025

Responsible Adult and Business Name:

who must be present throughout the booking period (must be over 21)

Purpose of hire and number attending:

Address:

Daytime contact
number:

Email address

Fees payable

Facility	Rate Per Hour
Community Building – Hall	£15.75
Community Building – Room 2	£14.70
Community Building – Room 3	£14.70

I wish to book the following which includes the set up and clear away time:

Room Number	Date	Time from	Time to	Total hours

Out of hours contact for caretakers only is **07470 092975**



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A risk assessment and proof of Public Liability must be submitted prior to your booking being confirmed. Advice and guidance on completion of Risk Assessments is available from www.hse.gov.uk.

Please note that 3 working days' notice must be given. Bookings with less than 3 working days' notice may not be able to be accommodated. **Maximum 8 BOOKINGS PER FORM.**

No booking is confirmed until an email confirmation has been sent.

Please note that access to the room is available for the booked period only. **Please ensure that you allow sufficient time in your booking for any setting up and / or clearing away afterwards.** Tables and chairs will not be laid out and must be cleared away within your booked period. A code will be issued to you to allow access for your booked period time only. Access before your booked time is not permitted. Please ensure that the door is fully closed on leaving the building.

Please ensure that the room is returned to the way that you found it at this time. **All furniture must be returned to the sides of the room, the floor swept, and all rubbish removed, for which bins are provided. Any tables used must be wiped clean before being put away.**

Fees must be received in full in advance and no refunds will be given if you cancel any date.

As the hirer you are liable for any damage caused during the period of your booking. If any damage occurs, you must report it to the Parish Office and record it in the Fault / Damage Book located in the kitchen.

Please specify if you require exclusive use of the kitchen or any tables or chairs.

Public Liability Insurance

Name of insurance company and Policy number:

I have read and agree to abide by the current Terms and Conditions. The most up to date version can be found on the council's website.

A Risk Assessment and proof of Public Liability is attached with this booking form.

An invoice will be sent to you when your booking has been confirmed. Please ensure that your invoice is paid to us prior to the commencement of your booking unless you have an authorised account with us. All Payments must be made by BACS unless expressly agreed by the Council in advance.

Signed:

Date:

Please see the Council's Privacy Policy at the end of the Terms and Conditions and on the Council's website.

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BISHOP'S CLEEVE PARISH COUNCIL COMMUNITY BUILDING

TERMS & CONDITIONS OF HIRE

Please read the Terms and Conditions of hire document before completing the booking form.

Once you have completed the booking form you will have accepted the Terms and Conditions

Booking, Payment & Refunds

Hire of the Community Building is conditional on the Terms and Conditions having been read, accepted, the booking form completed and the relevant fee paid. Bookings will not be confirmed until the booking form and relevant payment has been received. Provisional bookings will be held for a period of 7 days and if the completed form and relevant payment is not received within this timescale the booking may be released without further notice. Regular bookers must ensure that their booking form is received prior to the end of their booked period as reminders will not be sent and the room may be offered to those waiting.

1. Bookings will only be accepted from persons 21 years of age or over. The Hirer is the Responsible Person.
2. The facility is available to all members of the public regardless of age (provided the Hirer is over 21 years), race, religion, disability etc.
3. For businesses operating in the community building Public Liability Insurance details must be registered.
4. Bookings may take place between 7am and 10.00pm (extensions at the Council's discretion).
5. The facility must not be used for any purpose that may, in the opinion of the Council, bring the Council into disrepute.
6. The Hirer shall indemnify the Council against any accidents or injuries arising from the use of the facility.
7. The facility must not be used for unlawful purposes.
8. The facility must not be sub-let.
9. The Hirer is responsible for the observance of all regulations as stipulated by the Fire Authority, the Local Authority, planning conditions, Magistrates and Bishop's Cleeve Parish Council.
10. Payment must be made at the time of booking unless you are a regular hirer with a pre-agreed invoice account.
11. No booking is to be considered as made until a confirmation email is received by the Hirer.
12. Any furniture requirements must be made known at the time of booking.
13. The Hirer is responsible for ensuring that the facility is suitable for purpose as no refunds will be given once a confirmation email is sent.
14. There is no access before the time stated on the booking form. Time for setting up and clearing away must be included within the booked time. Rooms must be vacated at the end of the booked period. Any unauthorised overrun will be charged for.
15. Hirers use the building at their own risk. The Council accepts no responsibility for loss or damage to the Hirer's or other person's property, howsoever caused.
16. The Hirer is responsible for obtaining any alcohol licences and ensuring that any other licences have been obtained by the Council. All licences must be complied with.

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17. The building should be left secure, clean and tidy. This includes returning furniture to the sides of the room, wiping tables and sweeping the floor. The Parish Council reserves the right to levy a charge to cover costs for any additional cleaning costs.
18. Unless the office is otherwise informed, the Hirer is the person completing the booking form and the person responsible for compliance with the Terms and Conditions.
19. The Hirer must provide adequate adult supervision during the full period of the hire for children and youth events.
20. The purpose of the event and the numbers attending must be clearly stated on the booking form.
21. The Hirer is responsible for the supervision of the facility during the period of hire.
22. Payment must be made by Bank Transfer on receipt of your invoice. You must inform the Accounts Officer on accounts@bishopscleeveparishcouncil.gov.uk that the transfer has been made. The Bank details are: Lloyds – Account No: 01756898 Sort Code: 30-95-72 quoting your invoice number.
23. Booking forms may be returned by email, however the Hirer is deemed to accept the Terms and Conditions, even though an authentic signature may not be present.
24. A full refund of the hire payment is only available when the booking is cancelled by the Council or in exceptional weather at the Council's discretion.
25. The Council reserves the right to cancel any bookings in the event that the facility is required for a Polling Station.
26. The Council reserves the right to cancel or refuse to accept any bookings.
27. The Council shall not be responsible for any resulting loss or damage in the event of the facility being rendered unfit for the use for which it has been hired.

For your Safety

28. The Hirer is responsible for the Health and Safety and actions of all members, guests and their visitors during the period of the hire.
29. The Hirer must comply with all Health and Safety signs and regulations and be aware of the evacuation procedures, the locality of the Fire Escape routes, fire assembly point, fire alarm panel, the fire alarm call points, and make all other persons aware of this emergency information.
30. Fire exit doors and escape routes must be kept clear at all times. The fire assembly point is at the entrance to the building and is clearly signed.
31. Fire doors must not be propped open. Fire extinguishers and blankets are provided at points throughout the building. Telephone 999 or 112 from mobile telephones for emergency services. YOU ARE AT THE COMMUNITY BUILDING, TOBYFIELD ROAD, BISHOP'S CLEEVE, GL52 8NN. The Fire Service must be called in the event of a fire, regardless of how small. Any incident must be reported to the Parish Office.
32. Pyrotechnics or highly flammable substances must not be brought into the building.
33. All portable electric appliances brought into the halls must comply with the requirements of the Electricity at Work Regulations and must display current PAT stickers.
34. No heating appliances should be brought into the facility.
35. Bouncy Castles are permitted only in the Main Hall. The Hirer must ensure that the Company from which the castle is rented has current Public Liability and Third Party Insurance and that the Bouncy Castle is not in excess of 2.4m high. The Council cannot accept responsibility for any accidents howsoever caused.
36. No children are allowed in the kitchen area.

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- 37. First Aid box is located in the foyer area.
- 38. All accidents / incidents must be entered in the Accident Book, (located with the First Aid box in the foyer) and reported to the Parish Office as soon as is reasonably possible.
- 39. Spillages must be cleaned immediately to prevent slips, trips, etc.
- 40. The occupancy figures for the rooms are available on the Council's website, must not be exceeded.
- 41. In the event of a gas leak electrical switches should **not** be turned on or off. Telephone freephone 0800 111999. Evacuate the premises and call the Caretaker to turn off the gas supply – 07470092975.

Music and Entertainment

- 42. The Council holds a PRS licence for the performance of music in all rooms based on the current usage. You must notify the Council if you require the use of the Council's licence. This licence is applicable only for music which is not used for commercial gain. If you are a business which uses music in your classes, you must have an appropriate PPL licence or only use 'Royalty Free' music. Mobile discothèques must also hold the appropriate licence – in this case it is the hirer's responsibility to confirm this.

Access and Parking

- 43. If you are a regular user, you will be issued with an entry fob which will allow access to the building at the beginning of you booked period. Each fob is subject to a returnable £20 deposit. Please ensure that the door is not propped open for your clients – please inform the Council of how you use the building and the appropriate arrangements can be made in respect of door access.
- 44. For ad hoc bookings, the Hirer will be given a code, sent to the e-mail address on the booking form no later than 24 hours prior to the booking, that should be entered on the entry pad to the right of the entrance door. This will allow you access during your hire period and will automatically lock at the end of the period.
- 45. No parking is permitted at the front of the Community Building. This is a designated Fire Exit and **MUST NOT** be obstructed.

Care of the Building

- 46. It is against the law to smoke in any part of the building.
- 47. Users are not permitted to fix anything to the fabric of the rooms without the prior written consent of the Council.
- 48. Animals, including birds, (except guide & hearing dogs), are not allowed in the Building at any time unless prior consent is given beforehand.
- 49. Naked lights including candles are not permitted in any part of the building.

Use of the kitchen

- 50. Limited kitchen facilities may be included in your hire upon request. On completion of your hire please ensure that all items are washed, dried and put away where you found them.

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Leaving the building

51. Please leave the building as clean and tidy as you found it. Ensure all windows are closed, heaters, lights and all electrical appliances are switched off. Please ensure the door is fully closed as you leave. The Council reserves the right to levy an additional cleaning fee should they be left in an unacceptable condition.

Indemnity

52. The Hirer shall be liable for the cost of repair of any damage, including accidental and malicious damage, done to any part of the premises, including contents, during the period of hire, however slight. Any damage must be reported to the Parish Office. The Hirer shall be invoiced and pay to the Council the cost of repair.

Storage of Equipment – (Regular Users only)

53. Storage space on site is very limited and may be provided for Regular Users only, by prior agreement with the Council. It is provided on the understanding that it will be cleared, should the space be required for a particular function or show. An annual charge will be levied.
54. The items are stored at the risk of the Regular user group and the Council accepts no responsibility for any damage or loss to the stored equipment howsoever caused.

General Data Processing Regulations 2018

55. Bishop's Cleeve Parish Council uses personal data for the sole purposes of managing its facilities, its bookings and finances and to notify Users of any information that may be relevant to their hire. The Council will never share your data with any third party by any means, including verbally, in writing or by electronic means, without your specific consent in writing. Your data may be retained for up to 7 years for accounts purposes and for longer if required by the Council's Insurers. If you would like to find out about how we use your personal data or want to see a copy of the information that we hold about you, please contact the Clerk to the Council on clerk@bishopsclleeveparishcouncil.gov.uk You may request your data is removed from our files at any time by contacting the Clerk on the above email address. You will receive confirmation when it has been deleted.

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