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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Broomhill Gardens & Community Hub Booking Form** | | | | | | | | Booking Ref. No. |
| Name of Hirer | |  | | | | | | |
| Name of representative for the group/ hirer | |  | | | | | | |
| Postal Address | |  | | | | | | |
| Email Address | |  | | | | | | |
| Contact phone number | |  | | | | | | |
| Secondary contact number during the event | |  | | | | | | |
|  | | | | | | | | |
| Main Hall | | | | | |  |  | |
| Tait Room | | | | | |  |  | |
| Small Meeting Room | | | | | |  |  | |
|  | | | | | | | | |
| **Date of booking** | |  | | | | | | |
| Purpose of Hire | |  | | | | | | |
| Approximate No. of Attendees | |  | | | | | | |
| Age Range of Attendees | |  | | | | | | |
|  | |  | | | | | | |
| Main Hall | | £24 per hour | | | Time from - | | | |
| Time to - | | | |
| Tait Room | | £18 per hour | | | Time from - | | | |
| Time to - | | | |
| Small Meeting Room | | £14 per hour | | | Time from | | | |
| Time to - | | | |
| **Private Functions -** | |  | | | Time from | | | |
| Kids Party | | £24 per hour | | |
| Time to | | | |
| Weddings/social evenings/dances/ parties | | POA | | | Time from - | | | |
| Time to – | | | |
| Do You Require Catering? (Please ask for details and price list)  Yes/No  **Please note: Due to Food Hygiene Safety regulations, all perishable foods left at room temperature for more than two hours will be discarded.** | | | | | | | | |
| Do you require the event to have a licence to serve alcohol? | | | | | | | | |
| Any other requirements e.g. Projector, Laptop, Screen, Flip-chart, configuration of room layout. | | | | | | | | |
| **Payment Options: - Cash/Cheque/Card or BACs to In-work Enterprises Ltd, Sort Code: 826506, Acc. No.40471689**  **Please ensure that you provide your name and date of booking with the payment** | | | | | | | | |
| **Deposit required for large functions/events options: Please choose preferred method:**  **Cheque Cash Card BAC’S**  **If BACS please provide bank details: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sort Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| **For Office Use Only** | | | | | | | | |
| Booking Confirmed | Total Payment | | | Date | | | Deposit received Y/N | Total Payment to Finance |
|  |  | | |  | | |  |  |
| Invoice sent |  | | Deposit Returned Y/N | | | | Date: |  |

**Conditions of use**

1. The Hirer may only use rooms at Broomhill Gardens and Community Hub for the purposes set out in the application form.
2. The Hirer may not use the premises for activities that are illegal or disreputable purpose.
3. The Hirer must ensure that neither they, their activity nor any person in the premises for their purposes, or allowed into the premises by the Hirer, causes any noise or other nuisance or annoyance to any other user of the premises and / or neighbouring properties.
4. Supervision, the Hirer shall be responsible for-

Supervision of the premises, the fabric and the contents and safety from damage however slight, the behaviour of all persons using the premises whatever their capacity.

Age The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

1. The Hirer shall ensure that any activities that involves vulnerable adults and children shall comply with the Protection of Vulnerable Groups (Scotland)Act 2007 and Children(Scotland) Act and subsequent legislation and only fit and proper persons who have passed the appropriate criminal record check from [Disclosure Scotland](https://www.mygov.scot/organisations/disclosure-scotland/). Criminal Records Bureau (CRB) checks have access to the children.
2. As directed by the Hub, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.
3. The Hirer is responsible for all matters relating to health, safety or security arising out of their activities. The Hirer will immediately notify the Hub personnel if they become aware of any risk to health, safety or security within the premises.
4. The Hirer must comply with all fire, safety and security and other regulations displayed by the Hub, and with all directions given by the Hub. The hirer is responsible for the risk assessment of their own activities. Activities that may place children and families at risk will not be permitted to take place on the Hub premises.
5. In the event of an accident this should be reported immediately to Hub personnel and recorded on an accident / incident form – which can be found in the office.
6. The Hirer is responsible for any damage to the Hub’s property or facilities arising out of their use of the Hub, or the activities of any persons using the rooms hired during the hire period.
7. The Hirer may not sub-hire or allow any other person to use the premises.
8. The Hirer is responsible for leaving the premises clean and tidy, and returning all furniture and equipment to the position it was in at the start of the booking
9. The Hirer will indemnify the premises against any claim, cost, loss or damage arising out of the Hirer’s use or the actions of any person in the premises for the Hirer’s purposes or allowed into the premises by the Hirer, or arising from any breach of this agreement. In particular, the Hirer should have public liability insurance in force in the event that the premises are damaged or other users of the premises injured due to the Hirer’s negligence.
10. The Hub reserves the right to cancel the hire at any time if it cannot make the premises available for reasons beyond its control, or because of any reasonable concern about the Hirer or their use of the premises.
11. The Hub may at any time ask any person to leave the premises if there is or may be a breach of these rules, or if any behaviour is deemed inappropriate.
12. The Hub shall not be liable to the Hirer for any loss, damage or expenses caused by reason of any cancellation, breakdown of equipment, cessation or interruption of any services or supply, or interruption or curtailment of use of the premises.
13. The Hirer must ensure that they only let into the building, those people attending the premises for the Hirer’s purposes.
14. The Hirer shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by the Hub.
15. The hirer shall ensure that care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way will be asked to leave the premises. No illegal drugs may be brought onto the premises.
16. It is a condition of booking that that catering is provided only by the Garden Café. No outside catering is permissible without the prior approval of the Hub management. Should you wish to discuss this further, please contact the management team on 01475 553570.
17. Cancellation If the Hirer wishes to cancel the booking before the date of the event and the Hub is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Hub.
18. Private Hires -all payments must be made at least 7 days in advance of your booking date(s). Cancellation within 14 days or less of booked date will result in full payment of our invoice unless due to exceptional circumstances.
19. The Hub can refuse hire if it is considered the hirer or their invitees do not comply with the Hub’s purpose, aims and values.
20. The Hub reserves the right to cancel bookings for any reason and at any time before the event which may be out of its control. A full refund will always be given under such circumstances.

I confirm that I have read and accept the terms as above and I will be responsible for the use of the premises, the activities we run, and equipment on the premises whether provided by the Centre or brought on to the premises by me.

**Please Note: If you are booking a large function/event it will not be confirmed until this signed booking form is returned with the agreed deposit**

Hirer

Name…………………………………………………………………………………………………... ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

Signed: ……………………………………………… Date: ……………………………………….