





**Facility Hire**

**2020/2021**

**Booking Contract**

**Terms and Conditions of Hire**

**Organisation: U3A**

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**Area: Conference Room**

***Booking Contract***

**Applicant Details** \*Fields must be completed

|  |  |  |
| --- | --- | --- |
| Name of Organisation/Group |  | *\*Home Number* |
| \*Name of Applicant |  |  |
| Address line 1 |  | *\*Mobile Number* |
| Address line 2 |  |
| Town | *Work Number* |
| County |  |
| Post Code | *\*Email Address* |
|  |  |
| \*Professional Reference Name |  |
| \*Contact Number |  | Email Address |  |

**Booking Information**

|  |  |  |  |
| --- | --- | --- | --- |
| \*Facility Required | **Conference Room** | \*Activity Type | **Meeting** |
| \*Contract Period | **October 2021 – July 2022** | \*Booking Time & Day  | **Tuesdays\* 10-11am** |
| \*Approximate numbers attending |  |
| Additional requirements | **First Tuesday of each month** |

**Payment Details**

|  |  |  |  |
| --- | --- | --- | --- |
| \*Cost of booking | **£20 per session room hire only** | \*Payment Method | **Invoice in advance** |
|  |
| \*Name of Treasurer |  |
| \*Address Line 1 |  | \*Contact Number |
| Address Line 2 |  |
| Town | Email Address |
| County |  |
| Post Code |  |

**Signatures Required**

|  |
| --- |
| 1. **I agree to abide by the Centres Terms and Conditions of Hire/Code of Conduct (attached)**
2. **I am over 18**
3. **I understand that one month’s cancellation notice is required for all bookings**
4. **I understand I will be charged for any additional time used and a cleaning charge may apply**
 |
| Signed:  | Print Name: | Date: |
| **I confirm that our organisation is complying with our responsibilities and good practise under the Safeguarding Vulnerable Groups Act 2006.** [**www.isa-gov.org.uk**](http://www.isa-gov.org.uk) **(please see terms and conditions)** |
| Signed:  | Print Name:  | Date:  |
| **QMC signature required to confirm this booking** |
| Signed for QMC: | Print Name: | Date: |

Queen Mary’s College, Cliddesden Road, Basingstoke, Hampshire, RG21 3HF Tel: 01256 418301

Email: sports.centre@qmc.ac.uk community@qmc.ac.uk box.office@qmc.ac.uk

Terms and Conditions of Hire/Code of Conduct

1. Hirers must complete, sign and return this Booking Form in order to be covered by the College’s insurance in relation to any accidents occurring through any defect in the premises, equipment or any negligent act by any College employee or approved voluntary helper within the scope of his/her employment. Bookings cannot be confirmed until this form is returned with the specified deposit (if required), and countersigned by a QMC representative.
2. Hirers are required to provide evidence of public liability insurance to cover any activity or session that will take place on the college’s facilities. The insurance cover must be adequate for the activity to cover against claims for personal injury, damage or loss arising as a result of any negligent act or property brought onto the site.
3. Queen Mary’s College reserve the right to refuse any application for the hire of a facility without being required to give reason for such a refusal. Furthermore, the College and Commercial Operations Management reserve the right at its absolute discretion to refuse admission of or to evict any persons from the facilities.
4. Queen Mary’s College will not be held liable for any customer’s personal property, lost, stolen or damaged whilst using the centre. All users must report to reception before commencing their activity. Users must also keep registers of users in their booking
5. We ask all hirers and their associates to respect that college is mainly a non-smoking site and ask that any users wishing to smoke use the designated smoking areas
6. External hirers of sports facilities may not enter any other part of QM Sports Centres facilities other than the facility hired or communicate with any QM sports centres members or associates. The hirer is not permitted to advertise or promote their services within QM sports centre unless agreed by the management team in advance.
7. Payment must be made within the notice period indicated on each invoice, usually in advance. Failure to do so will result in cancellation of your booking. Your payment should be accompanied by the appropriate remittance slip
8. At least one month’s written notice for a cancellation is required, failure to do so will incur the full rate being charged. The College reserves the right to close or prohibit use of any facilities. All monies in respect of these cancellations will be refunded, but the college will not be liable for any expenditure incurred or loss sustained arising from the cancellation. Receipts must be kept by the user as proof of payment.
9. The Hirer is responsible for ensuring that any necessary permissions or licences have been obtained in connection with the event hirer has applied to hold and that carrying out of the event does not contravene any current legislation
10. The Hirer is responsible for any damage to the College’s buildings or equipment. A returnable deposit may be required as security. Hirers/individuals will be expected to pay for any cost of repair of facilities or equipment that is damaged during their hire period. A £30 cleaning charge will apply if the facility is deemed left in an unreasonable condition.
11. The Hirer is responsible for ensuring that booking times are strictly adhered to so as not to impinge on other hirers using the facilities. If the session overruns the hirer will be charged at the relevant hire rate for the facility hired.
12. The sub-letting of any facility is prohibited.
13. The college reserve the right to make adjustments to the cost of hire at any time by giving at least one calendar months’ notice to the hirer.
14. The hirer or person nominated by the hirer, should familiarise themselves with the Centre’s Normal Operating Procedures and Hirers Emergency Action Procedures pertinent to the facilities being hired. The hirer must assume responsibility for those on-site as a consequence of the hiring (should an emergency arise). The College cannot guarantee to provide emergency support at all times.
15. Hirers are responsible for checking any college owned equipment (such as goal posts/dance Barres) before use. Hirer’s must ensure equipment is assembled correctly and report any faulty equipment to a member of staff.
16. Children must not be left unsupervised on-site at any time.
17. Hirers are obliged to observe the College’s car parking regulations and must only park in designated spaces. We ask that hirer’s and their associates respect the 10mph speed limit on-site at all times. Anyone failing to comply will be asked to leave the site immediately
18. Please be aware that the hire of certain facilities includes a 5-minute set-up/take down time within the hire period
19. Hirer’s must ensure that all technical and electrical equipment supplied by the hirer conforms to all current H&S guidelines and regulations and, in the case of electrical items, have a current PAT test label. The hirer must ensure any equipment brought onto the site has been tested and is safe to use for the activity, a QMC representative may ask for evidence of method statements and risk assessments if required.
20. If for any reason you have a problem with the facility or another hirer please contact a member of staff.
21. First aid is available by contacting the Sports Centre (01256 418301). ALL first aid instances must be reported the Sports Centre immediately. This is especially important when an ambulance has been called, so staff can open barriers to allow access
22. Hirer’s or coaches must complete and return the hirer’s expectations form confirming that they have appropriate policies for safeguarding any children or vulnerable people in their care and they are compliant with the requirements to operate safer recruitment procedures, including DBS checks, equal opportunities and all current employment legislation.

Please tick the boxes below to confirm you have the following procedures in place:

 Policies and procedures for Safeguarding, Child Protection and Prevent

 My staff have received appropriate training in safeguarding, Child Protection and Prevent

 I am compliant with legal duties to undertake safer recruitment vetting checks on my staff, including staff that are responsible for children during the period of hire

 I confirm that I as the hirer am over the age of 18 and have read and understood the terms and conditions and will adhere to all conditions set out in the booking contract and will supply evidence of the appropriate policies, risk assessments, method statements, insurance documents and procedures prior to using the facilities.

Signature of Hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_