

BOOKING FORM

Group/organisation.....

Contact name.....

Address.....
.....

Tel no(s) Home/mobile..... Work..... Email.....

Name of group leader (if different from contact)

Purpose of visit

Dates: From..... Times: From.....am/pm

To..... To.....am/pm

Expected number of leaders: Male..... Female.....

Expected number of children/young people: Male..... Female.....

Number of vehicles expected:

Other requirements.....

I enclose a **NON-REFUNDABLE** deposit of **£50** and acknowledge all the terms and conditions as per the Conditions of Hire (overleaf) and confirm that I accept them

(Cheques to be made payable to St Bartz Trust)

Signature..... Date

Name in capitals..... Position.....

St Bartz, Church House, 211 New Church Road, Hove, BN3 4ED

YOUR PROVISIONAL BOOKING WILL BE HELD FOR 14 DAYS

For office use only

Date received	Deposit paid
---------------	--------------

ST BARTZ CENTRE, BARCOMBE, LEWES, BN8 5EE

CONDITIONS OF HIRE

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. The Hirer shall be responsible for the observance of these terms and conditions.

1. The hirer will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity.
 2. Details of the reason for hiring must be provided on the booking form. The hirer shall not use the premises for any purpose other than that described on the booking form and shall not sub-hire or use the premises or allow the premises to be used for any purpose which in the opinion of the committee/ trustees is dangerous, offensive, noisome, or which are or may become a nuisance or annoyance to the owners or occupiers of any adjoining properties. The trustees reserve the right not to accept an application for booking and without stating a reason.
 3. Smoking is prohibited inside the premises and the hirer is responsible for ensuring that all persons using the premises are aware of this.
 4. When the centre is used for groups of children and young people under 18 years of age, no alcohol is allowed on the premises.
 5. The hirer shall, if preparing or serving food, observe all relevant food health and hygiene legislation and regulations and shall ensure that no one under the age of 14 shall be allowed in the kitchen without proper and adequate adult supervision.
 6. No one under the age of 18 shall be allowed in the premises without proper and adequate adult supervision.
 7. The hirer shall be responsible for ensuring that all adults meet child protection legislation requirements and that at least one leader holds a current first aid certificate.
 8. The hirer shall ensure that any electrical appliances which are brought onto the premises shall be safe, in good working order and used in a safe manner.
 9. The hirer shall ensure that all furniture and equipment is used only for the purpose for which it was designed.
 10. The hirer shall be responsible for being fire aware in regard to the use and safety of personal equipment, ensuring that all occupants know the location of the assembly point (posted in the main foyer) and the location of the fire exits, which must be kept clear of obstruction. The hirer is responsible for familiarising themselves with the information provided on the red 'In Case of Fire' sheet included in the information pack, as well as with the Instructions on the use of the fire alarm and procedures in case of fire, displayed in the centre.
 11. The hirer shall immediately inform the trustees of any damage to any part of the premises or the contents of the premises which may occur during the period of the hiring or as a result of the hiring. The hirer will be responsible for meeting any costs resulting from this. Any such costs will be added to the final invoice.
 12. **Bookings**
A booking form must be completed and sent with a deposit of £50 to secure a provisional reservation. The provisional reservation will be kept for a period of 14 days from the date of request. A final invoice for the balance will be sent immediately after the period of hire. An additional £50 administration fee will be charged for invoices **not** settled within 30 days of invoice date.
Cancellation charges
The deposit of £50 is non-refundable. If you have to cancel, please let us know as soon as you possibly can. The following charges apply :
Cancel 1 – 6 months before visit : 10% of balance is due.*
Cancel 1 month before visit : 50% of balance is due.*
Cancel 1 week before visit : 100% of balance due.*
- *Balance due is based on your estimated numbers at time of booking.
13. A booking is accepted by the hirer on the understanding that should the trustees be prevented from honouring it for any reason at any time an alternative booking cannot be guaranteed, and no compensation shall be paid to the hirer or third party. Any payments shall be returned in full and neither party shall have any further claim against the other.
 14. The trustees cannot be held liable for any accident or injury to persons using the Centre or third parties involved, in accordance with these terms and conditions. All groups must have their own public liability insurance. St Bartz Trust Incorporated cannot be held responsible for any loss or damage to personal equipment, money or vehicles whilst at the centre. **Groups must carry their own insurance.**
 15. Nothing may be fixed to walls, ceilings, floors or pillars of any room by blu-tack, drawing pins, tape or other means
 16. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, the trustees shall not be liable to the hirer for any resulting loss or damage whatsoever.
 17. At the end of the hiring the hirer shall be responsible for leaving the premises **cleaned and tidy** throughout, properly locked and secured and any contents temporarily removed from their usual positions properly replaced and any items temporarily brought to the premises removed.
 18. The hirer is responsible for the safe return of the keys to the key safe immediately after their stay and will be charged for any loss and cost incurred if the keys are not returned to the key safe.
 19. No dogs are allowed on the premises except for guide dogs by prior arrangement.

I hereby accept these conditions of hire for the period of

Signed..... Date.....