

Conference BOOKING FORM & Hiring Agreement



If you would like to make a booking with us, please complete this form.

Any provisional dates will be held for up to 3 days before requiring the deposit to secure your booking. If no deposit is received after this, the booking will be removed. All forms will be checked by The Beeches to ensure the date / times required are available. Upon confirmation, all invoices will be sent via email.

All bookings are subject to our terms and conditions which we recommend you read carefully. These can be found on our website or in the Beeches Lobby.

www.thebeechesisleham.co.uk - 01638 780097 – louise@thebeechesisleham.co.uk

Would you be interested in receiving our e- newsletter to keep up to date with events at The Beeches?

Yes

No

Name / Organisation:

Contact Number:	Email address:
Invoice Address :	Email Invoice address:
Address:	

Date(s) Required:

Nature Of Event:

Times Required: (Please note times must include set up and clear up)

Time of Actual Function:

Number Of Guests:

Hire Rates :Are you	Local	Charity	Business
Please state Charity Number:			
Room Required:	Main Hall	Large Meeting room	Small Meeting Room
Room Layout:			
Equipment Needed	Projector(£10)	Flip Chart (£5)	Laptop (£10)

Any electrical equipment brought on to the premises must have a current PAT testing certificate by the owner and sent to The Beeches before hand

The Beeches has Public Liability Insurance to cover all normal risks but any unusual activities must carry their own up to date Public Liability

The Beeches has the right to charge a Levy for any damages caused by not having such documents

Room Standard Conditions of Hire of the Community Centre

1. THE HIRER shall be prepared to pay as per invoice as requested at the time of confirming their event with this Booking Form. Bookings will not be held until payment has been received.
2. THE HIRER shall pay the balance of fees in full by the date of the invoice, as directed by the I.C.E. If the Hirer wishes to cancel the booking, giving 3 weeks or less notice 100% of the payment will be retained. If the hirer is to give 1 month or more notice, 50% of the payment will be retained
3. THE HIRER agrees that the general rules governing the use of the Community Centre have been read and are complied with. If these are met and all areas are left in a suitable condition, the Insurance surcharge will be refunded. This will be left to the ICE's discretion. This can be found on the website or in the lobby.
4. THE HIRER shall, on securing the booking, inform the I.C.E. of his/her requirements as to the provision of refreshment's or, of café/bar facilities and shall be responsible for any extra charges thereby incurred. Refreshments can only be provided by the Hirer if agreed with the Manager and may be subject to Cork-age fee's
5. THE HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
6. THE HIRER shall be responsible for obtaining any licenses necessary in connection with the booking, other than those already held by the I.C.E.
7. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against his/her organisation whilst using the Community Centre. (The I.C.E is insured against claims arising out of its own negligence.) All relevant insurance documents and PAT testing certificates must be provided for any equipment brought in by the hirer.
8. THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with rule 4, the Local Authority or otherwise. Smoking is only permissible at the designated areas where suitable containers have been placed for the disposal of cigarette ends.
Smokers should not stand under the front canopy
9. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users, or insurance policies relating thereto.
10. THE HIRER shall indemnify the I.C.E for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of the booking.
11. THE HIRER shall, if selling goods on the Centre premises, comply with fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the HIRER shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based on Manufacturers' Recommended Retail Prices.
12. The Beeches reserve the right to accept bookings for any any dates that have not been paid for.
13. Details of our privacy policy can be found at <http://www.thebeechesisleham.co.uk/privacy.html>
15. The Hirer should be aware that The Beeches is a public building with facilities used by the General Public. The room booked for your event is private to your guests. For the safeguarding of children – please be aware of the public use of our facilities.

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Signed by the person
on behalf of the I.C.E.

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Signed by the person named in
Paragraph 5 of the hiring agreement

