



BOOKING FORM AND TERMS & CONDITIONS FOR HIRE OF THE HUB CENTRE

Date of Agreement

Name of Hirer / Group / Individual

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Contact Name

Contact Position (if relevant)

Invoice / Contact Address

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Contact Phone:

Contact Email:

Purpose of Booking: (Please delete as appropriate)

Training Conference Meeting Party/Reception Sport *Other

*Please specify if Other.....

Purpose for Hire: Additional booking information

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What is the maximum number of people attending the event(s)?

DATE(S) FOR BOOKING: Day..... Date.....

Arrival Time..... Departure Time.....

ADDITIONAL BOOKING INFORMATION

- Building hire includes access to all rooms and areas
- *Care-taking charges apply for evening & weekend bookings.
- Hire of the In The Mix Project (ITMP) spaces includes access to WIFI and water for guests.
- *ITMP can provide and facilitate the use of conference and audio / visual equipment if required at additional costs.
- Catering can be provided at additional costs via the café including tea, coffee, biscuits, fruit platter or buffet lunch. Please contact us for details and the options available.
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Please ask for additional details, costs and booking information.

A 'cleaning' surcharge will be payable if the room/building is left in an unacceptable condition. If this is the case the hirer will be charged the full amount to clean the room ready for the next hirer. This money may also be used to cover any other costs such as for repairs or replacements.

A deposit will be required to secure the booking. No booking will be treated as confirmed until the deposit has been made. No refund is available for late cancellations. ITMP 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. No booking will be accepted unless the hirer is over 21 years of age or at the discretion of ITMP when taking the booking.

I / We agree that upon the signing of this form, a contract exists between ITMP and us, the Hirer and is legally binding.

Signed..... **Date**.....

Building Hire Charges

Applicable	Charge	Subtotal
Building Hire	£15.00 p/h (Monday-Friday 8am-5pm) £10.00 p/h (5pm-10pm daily) £50.00 all day weekends (9am-6pm) £75.00 all day Monday-Friday (8am-5pm)	
Care-taking Charge (evening or weekend hire)	£15.00 out of hours care-taking fee	
Insurance Surcharge if applicable	£10.00	
Deposit	25% of total bill	
Total to pay		

TERMS AND CONDITIONS OF HIRE

1. All applications for hire of the premises must be in writing on the approved form.
2. The person signing the application shall be deemed to be the hirer and must be over 18 years of age.
3. Where the hirer indicates that he/she signs the application on behalf of any club or organisation, that club or organisation shall also be deemed to be the hirer and shall be jointly and severally liable with the applicant, for any breach or non-observance of these conditions.
4. A deposit will be required to secure the booking. No booking will be treated as confirmed until the deposit has been made. No refund is available for late cancellations within 3 working days of the booking date or 5 working days if we are providing catering.
5. The facilities shall be used solely for the event described on the booking form. If this one application relates to a regular or continuing series of bookings this one undertaking shall be binding for all occasions when the facilities are used.
6. ITMYP may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
7. The hirer shall be responsible for all such information, instruction and supervision as is necessary to ensure the safety of any activity for which the facilities are used.
8. The behaviour of all persons attending at the establishment for this booking shall be the responsibility of the hirer.
9. ITMYP shall not be liable for any loss or damage to any property arising out of the hire, nor any loss, damage or injury which may be incurred by or be done or happen to any person or persons using the premises during the hiring.
10. The hirer shall be responsible for any damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hiring, however and by whomsoever caused, together with any additional expenses and/or consequential losses arising from the damage or loss.
11. The hirer must familiarise himself/herself with the emergency procedures for fire, first aid and accident reporting provided separately and carry them out to the best of his/her ability.
12. The facilities must be clean and tidy and all equipment replaced after use. If the facilities are not cleaned to the reasonable satisfaction of ITMYP, the hirer will be responsible for any payment necessary to have them cleaned and this sum will be added to the bill.
13. No booking will be accepted unless the hirer is over 21 years of age or at the discretion of ITMYP when taking the booking. An appropriate adult must be present during any activities of a hazardous nature or where those attending include under 18's.

14. The hirer is solely responsible for the adequacy, suitability and safe use of any equipment brought on to the premises.
15. It is the sole responsibility of the hirer to obtain any necessary licence for the sale of drinks, undertaking of gambling activity or for the performance of plays and similar productions and for the playing of pre-recorded music. Please ensure that you have evidence of the relevant licences, should you be asked to produce them throughout the event.
16. The hirer must ensure that there are sufficient stewards to prevent unauthorised persons from entering the premises and to ensure that guests are restricted to the facilities to be made available through the hiring.
17. In the event of ITMYP finding it necessary to cancel or postpone the hiring, ITMYP shall not be liable for any consequential loss that the hirer may sustain. ITMYP 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.
18. ITMYP reserves the right to vary these conditions at any time without notice or to make special arrangements in any particular case.

FOR OFFICIAL USE

Initial contact for booking date.....

Confirmation received/phoned/date

Diary entry made..... Charge..... Invoice No.....

Insurance premium..... Charge.....

Deposit paid..... Date.....

Date ITMP Signature

Contact details for The Hub Centre including telephone number and name of contact:

Nick Harvey
 In The Mix Project
 The Hub Centre
 Hartswell, South Street
 WIVELISCOMBE
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