



Please complete the following and return to College reception. Your booking will only be confirmed upon receipt of this signed form and a **NON RETURNABLE** 10% deposit. of Hirer

Name of Hirer

Organisation (if applicable)

Address

..... Telephone Number

Day and Date of hire Type of Function

Area(s) required

Any equipment required? Eg, Stage lighting; projector/ PC (will incur VAT on cost of hire)

.....

Any refreshments required? (Please provide details and we will supply a separate fee for refreshments is we can accommodate)

Time of function: From To

Actual time of Access: From To

(Actual time of access should be at least 30 minutes prior and after function in order to set up/clear premises)

The Organiser should check on arrival that their copy of details, including rooms and times of the function, coincide with those of the Premises Officers.

Expected number of people attending Is admission by ticket only?

(Please estimate – this is important for staffing numbers, conditions of licences and fire regulations)

Is a licensed bar required? **YES/NO** (please circle) Times bar required From To

The licence for the bar is 12 noon – 11 pm Monday – Saturday and 12 noon – 3 pm on Sundays.

Office Use Only	
Deposit receipt no	
Payment receipt no	

Total number of spaces ____ x price per space = _____

Price per hour for spaces _____ x no of hours) Total price of letting

Plus VAT if sports letting/hire of gym/field or equipment used in room (eg Stage lighting; projector)

£
£
£
£
£

I confirm I have my own Public liability insurance YES/NO – If no I confirm I wish to use College's public liability insurance cover for £5.00 charge (only available in circumstances detailed in conditions over)*:

I accept the conditions of hire and enclose a 10% non returnable deposit of
 Invoice will be sent for balance, which is due two weeks prior to letting

AN ADDITIONAL DEPOSIT OF £50 (a separate cheque please) IS REQUIRED ON ALL LETTINGS
 (This is required in case of damage or late departure. Any damage in excess of this will be charged)
 This deposit will be returned after the event if there are no problems with the letting.

Cheques made payable to Thomas Estley Community College or TECC

**PLEASE NOTE THAT ALL MONIES MUST BE PAID BEFORE THE DATE OF THE FUNCTION
 IF BALANCE IS NOT PAID, THE FUNCTION/HIRE WILL BE CONSIDERED CANCELLED**

I wish to apply to hire the premises as detailed in the form above and in consideration of the hiring being granted I undertake on behalf of myself and of the organisation I represent (if applicable) to observe the conditions of hire and indemnify the Governors as set out in the Indemnity and conditions of Hire for College Premises annexed hereto a copy of which has been supplied to me.

I will ensure the sensible use of facilities and to inspect the said facility at the conclusion of the letting with the Premises Officer on duty.

Signed Date

Indemnity and Conditions of Hire

Upon confirmation of booking from the College, the hirer will become an affiliated member of the College. Membership will cease following the event. During the period of hire the member is responsible for all actions of their guests.

Members are asked to ensure the premises are vacated by the time stated on the booking form. An additional charge **will** be made to cover costs if this period is extended. Groups can only access their designated areas as given on the booking form. Members acknowledge that they do not have exclusive rights to occupy the College premises and that there may be other groups in adjoining areas. The hirer will not sublet any hiring without the written agreement of the College.

It is illegal to smoke anywhere on these premises. The College **DOES NOT PERMIT SMOKING ANYWHERE WITHIN THE COLLEGE SITE**. The College's fire alarm system has been extended significantly to incorporate additional smoke/heat detectors in all areas, including toilets. If the alarm is activated during a function (continuous siren), all the guests of the member will need to evacuate the building and will not be permitted back into the premises until the fire service have attended and are satisfied that the building is safe. THEREFORE IT IS VITAL THAT ALL GUESTS OF THE MEMBER ARE INFORMED THAT SMOKING IS NOT PERMITTED INSIDE THE BUILDING.

No naked flames are allowed, including candles, indoor fireworks, confetti bombs or similar. Members can arrange to put up appropriate decorations if they wish but they can not be excessive or cover any fire equipment or exits.

The Fire signal is a continuous siren. If during the time of hire the fire siren sounds, members should escort their guests, with assistance of any College staff, to the fire assembly point at the front of the College, via the safest signed emergency route. No one will be allowed back into the building until they have received permission from the Premises Officer on duty. If any guests of the member is likely to require additional assistance vacating the premises on the sounding of the fire alarms the member is responsible for organising a personal emergency evacuation plan for the guest prior to the event and sharing this with College duty staff.

The hirer shall be responsible for checking that any third party brought in by them for entertainment etc has all the necessary licences such as Performing Rights Society, Phonographic Performance Ltd, Copyright Licensing Agency Ltd and similar bodies, and the hirer shall by signing this indemnify Thomas Estley Community College and its Governors against the consequences of the hirer's failure to do so.

We wish to draw the attention of members to the fact that licensing laws must be strictly observed. No one under the age of 18 may consume or purchase alcohol at the bar. Bar staff reserve the right to refuse to serve any guest of the member that they believe are under age. The College has adopted and operates the "Challenge 21" initiative whereby bar staff WILL ask anyone they believe to be under 21 to produce acceptable forms of ID* to prove they are over the age of 18 before serving them. All drinks consumed on the premises must be purchased from the bar staff and consumed on the premises. Corkage charge can be arranged.

*The only acceptable forms of ID are passports; driving licences and PASS accredited cards. The Proof of Age Standards Scheme (PASS) was established to combat the use of fake proof-of-age cards by young people. Details on how to obtain a PASS card can be found at www.pass-scheme.org.uk/

All children must be supervised at all times when on the premises. Children's parties are not allowed. Any booking involving field or car park must be done in conjunction with Old Mill Primary who share the site.

College staff reserve the right to refuse admission or refuse to serve guests of the member, or ask the member to remove the guests, if this is deemed necessary. Members are required to ensure that the number of people attending their function is in line with the booking form. The College retains the right to refuse entrance if numbers exceed maximum H&S levels for areas booked.

In the event of an increase in the letting fee before the date of your event, the College reserves the right to increase the letting fee accordingly.

Members and their guests are subject to the Health and Safety policy and Equality policy of the College. Details of hiring members responsibilities can be viewed on the College's Lettings & Hire Policy which is published on the College's website – www.thomastestley.org.uk

The College aims so far as is reasonably practicable, to ensure the health, safety and welfare of all its members and guests. However, during the period of hire, the member shall be held responsible for all damages, losses, claims and costs arising out of the premises and shall indemnify the Governors of Thomas Estley Community College for any claims arising from accidents whether fatal or otherwise to any employee or agent of the Council and to any member of the public and to any third parties, caused as a result of the usage, except where due to the negligence of the College, its servants or agents.

Members will need to arrange appropriate insurance cover for public liability and loss or damage to premises and equipment. If the member wishes to use the extended public liability insurance of the College, please ensure appropriate box is ticked/ fee added to hire charge over. This extension is not available to any hire which is open to the general public/ ticket sales, but only where the hiring member knows all the invited guests/participants. By ticking yes to take the cover please note that if the hire does include access by general public this insurance will not be valid and the member will be liable. If you already have public liability insurance please tick the box over accordingly. By ticking this box the hiring member acknowledges that they hold Public Liability Insurance through a reputable provider and a copy of your insurance certificate may be asked to be provided to the Governors.

There must be no interference with College portable or fixed equipment. Members shall ensure that any electrical appliances brought onto the premises (including by any third party) are in safe working order and have in date portable appliance test.

The premises are not available to hire for public entertainment on Christmas Day or Good Friday, although in normal circumstances, as per conditions of our Premises Licence entertainment will cease no later than 11.30 pm and the premises shall be closed no later than 12 midnight. The police or Premises Officer on duty may suspend the entertainment earlier for preservation of peace or safety reasons.

Additionally, as per general conditions of our Premises Licence, no demonstration of hypnotism shall be given and no unlawful gaming shall be allowed. No bouncy castles or similar inflatables allowed – in exceptional circumstances they may be allowed on production of all appropriate indemnities and additional insurances as requested.

As hiring member, you must ensure that any accidents during the period of hire must be recorded with staff on duty. Interference or introduction of any equipment, electrical or otherwise is not permissible. Interference with any fixed installation or removal of any fire and safety notices or equipment is not permissible.

In the event of failure of lighting during the hire, all persons must leave the premises if the lighting fails to be restored within half an hour.

The College will not hire the premises to organisations/people with racist aims and will cancel any booking if in its opinion the organisation for which the premises are hired have racist aims, regardless of the stated reason for hiring. In such event the College and Governors shall incur no liability whatsoever to the hirer. The College maintains a log of racist incidents. If such an incident occurs during your hire it must be reported immediately to the Premises Officer on duty.

The Equality Act 2010 places a duty on all members of the College to seek to remove any barriers to access, entitlement, opportunity and inclusion, where it relates to the provision of services to people who may be identified under the Act. You must make provision to take reasonable adjustment to accommodate any member of the public with a disability, invited by yourself as the hiring member of this College. If this includes reasonable adjustment to premises, please raise the matter with either the Premises Officer on duty, or the Reception staff who will record the request and investigate its reasonableness before accommodating.

The car park will be locked shortly after the vacation time given by the member of the front of this booking sheet. Cars are left in the car park at owners' own risk.

The College may cancel any booking if premises become unavailable due to unforeseen circumstances. In the event of any cancellation made by the College, the College shall incur no liability to the hirer whatsoever, other than the return of any fee paid over by the member.

Where the hire is for an event, the hirer may be asked to present specific risk assessments and public liability insurance in relation to the event and is responsible for making this clear on the booking form.

If the member cancels this booking, then the College will be entitled to retain the whole of the letting fee paid. If the College receives written notice from the member of the cancellation which is confirmed by the College in writing, at least 14 days before the hire was due to take place, then the College, at its absolute discretion may repay the member an amount not exceeding 90% of the letting fee.

A deposit of £50 is required. This must be paid with the deposit either by cash or by separate cheque to deposit, accompanied by cheque guarantee card. This deposit will be returned after the event if all conditions have been adhered to. (Please note this must be paid in person at College reception).

BY SIGNING THE BOOKING FORM OVER, I AGREE TO ABIDE BY THE ABOVE CONDITIONS OF LETTINGS AND UNDERSTAND THAT AS THE BOOKING MEMBER WILL BE HELD RESPONSIBLE FOR ANY DAMAGES, LOSSES OR CLAIMS ARISING FROM THE USE OF THE PREMISES AND/OR GROUNDS. I AGREE TO VACATE THE BUILDING AT THE TIME STATED AND LEAVE ALL AREAS IN CLEAN CONDITION.