**BO****OKING APPLICATION FORM**

**District Community Centre**

**Gentian Mews, Great Western Park, OX11 6GR**

**GWPCommunityCentre@southandvale.gov.uk**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CONTACT DETAILS** | | | | |
| Name of Hirer: | | Organisation/Group: | | |
| Telephone no: | | Email: | | |
| Address: | | | | |
| Invoice address (if different): | | | | |
| **HIRE DETAILS** | | | | |
| Date of hire or start date for regular hire: | | | | |
| **Regular hire please highlight dates requested on the separate calendar sheet.** | | | | |
| Room(s) required | Required access time – This must include all time required for set up and clear down. | | | |
| Required from: | | Required until: | |
| Main Hall - Apple |  | |  | |
| Ancillary Hall - Plum |  | |  | |
| Meeting Room One - Cherry |  | |  | |
| Group Room - Pear |  | |  | |
| The Playroom |  | |  | |
| Interview Room One |  | |  | |
| Interview Room Two |  | |  | |
| Booking Title: | | | | |
| Brief description of activity being held e.g. *Meeting, Exercise Class*: | | | | |
| Time attendees expected to arrive: | | No. of attendees: | | Age range: |
| Details of equipment being brought in (please note, the Playroom is unsuitable for bouncy castles): | | | | |
| Additional information and special requirements or access needs: | | | | |



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ROOM LAYOUT** | | | | | |
| PLEASE NOTE: You are responsible for your room set up and clearing down. If you require your room set up prior to arrival, please contact the centre team to discuss before submitting this booking application form. Additional charges for the time required will apply.  Please indicate your preferred layout below. | | | | | |
|  | | | | | |
| Boardroom | Classroom | U-Shape | Theatre |  |  |
| If other, please give details below:   |  | | --- | | **CATERING FACILITIES** | | We can provide pre-booked refreshments, set up by the centre team in your room and ready for your arrival.  The commercial kitchen is available for use by approved caterers, please note that an additional fee of £57.75 will apply.  For more information on use of the centre kitchen, refreshments, and to discuss your requirements in full, please speak to a member of the centre team prior to submitting your booking application. | | | | | | |
| **STEWARD** | | | | | |
| Please name a steward(s) that will be responsible for signing attendees into and out of the building and be responsible for the evacuation of your group in the event of an emergency.   |  | | --- | |  | |  | | | | | | |
| **CONFIRMATION AND SIGNATURE** | | | | | |
| **Please take a moment to carefully read the full terms and conditions of hire.** | | | | | |
| I confirm that I have read and agree to the Terms and Conditions of Hire, and I undertake to be responsible for supervision of the centre during the hire period. I will provide evidence of proof of identity, address and that I am over the age of 18 years, to the centre team upon request. | | | | | |
| Signed: | | | Date: | | |
| **An invoice** **for the full cost of hire will be raised upon receipt of a completed booking form. Regular hire will be invoiced as per the current rate card.** | | | | | |
|  | | | | | |
| **OFFICE USE** | | | | | |
| **Customer no:** | | | **Total single session cost:** | | |
| **Rate:** | | | **Review date:** | | |

**Terms and Conditions of Hire**

District Community Centre, Gentian Mews, Great Western Park, OX11 6GR

**PLEASE READ CAREFULLY - A large print copy is available on request**

* Vale of White Horse District Council, Abbey House, Abbey Close, Abingdon, OX14 3JE shall be referred throughout the document as the “Council”
* The responsible adult over 18 years of age who signs the booking form shall be referred throughout the document as the “Hirer”

**The Booking**

1. The Hirer must accurately disclose the purpose for which the premises are required at the time of the booking. Any misrepresentation will entitle the Council to cancel the event and in such circumstances the Council may retain any fees and charges made.
2. For single bookings the full payment is required on receipt of an invoice and must be paid no later than 14 days after the invoice date and must be received in advance of the booking. All invoices will come from Vale of White Horse District Council, Abbey House, Abbey Close, Abingdon, OX14 3JE.
3. For recurring bookings an advance payment of six weeks must be paid in full on receipt of the invoice and must be paid no later than 14 days after the invoice date, with future payments being invoiced monthly in advance.
4. The costs for the period of hire will be at the rate when the period of hire commences and not when the booking is made.
5. In the event of the cancellation of a booking by the Hirer, the cancellation charges set out on the current Rate Card shall apply. Any cancellation or amendment to a booking must be made in writing and in advance of the hire period.
6. The supply of food and beverage facilities will be subject to the following conditions:
   1. Fixed, regular users of the facilities are required to be registered as a food business with the Council and to comply with food hygiene legislation.
   2. Only caterers detailed on the customer booking form will be permitted access to the kitchen. This form must be returned to the centre team at least 28 days prior to your event.
7. The centre is available to hire between 09.00 and 21.00. Anyone wishing to book outside of these hours must receive written approval from the Council.
8. Bookings submitted on the Booking Form are not confirmed until acknowledged in writing by the Council. It is the responsibility of the Hirer to ensure all requirements of the Council are met.
9. All electrical appliances and equipment brought onto the facility must have a current PAT certificate. This must be produced with not less than 14 days prior to the commencement of hire.
10. Any items brought into the centre are at the Hirer’s own risk. The Council will not accept responsibility for any expenses incurred as a result.

**Advertising**

1. The Hirer may not sell or permit the sale of tickets to, or accept any entry fee for the event from members of the public without the Councils prior written consent.
2. No function shall be advertised until written confirmation of the booking has been received by the Hirer.
3. The Hirer or anyone on their behalf may not:
   1. Grant broadcast, photographs or film rights without prior written consent of the Council
   2. Place any decorations, flags or emblems at the facility without the permission of the Council
   3. Place posters or placards inside or outside the premises without consent of the Council and upon receiving such consent posters or placards may only be placed upon the notice boards provided for the purpose.
   4. Distribute handbills or other such advertisements whilst inside the facility without the prior consent of the Council.
4. The Hirer may not use the Council’s logo or images without written permission to do so.
5. **The Hirer shall:**
   1. Ensure all guests vacate the premises by the end time stated on the booking form.
6. Ensure that the premises are secure at the end of the booking, as per the building closure procedure.
7. Not pass on any building keys, fobs or intruder alarm codes to any other person.
8. The period of hire shown on the booking form is the maximum period the facility area may be used and must include a setting up and reasonable clearing up period. Any early arrival or late finish will incur additional charges.
9. Advise the Council of any alterations to the details of the original booking. The Council reserves the right to refuse any request for alteration of detail.
10. Provide such number of persons to act as stewards/door supervisors as deemed necessary by the Council to control entrance to the facility and maintain order during the period of hire.
11. Be responsible for good order and conduct of guests of the Hirer during the period of hire.
12. Not perform, play or use or permit to be performed, played or used any work or recording in which copyright exists except with the consent of the owner of the copyright.
13. Not assign or sub-let the premises, or any part thereof, should the Hirer attempt to do so the Council shall be entitled to cancel the Hire Agreement.
14. Indemnify the Council against all claims, demands, actions and proceedings arising out of any infringement of copyright occurring during the period of hire.
15. The Hirer must submit a risk assessment of any materials or actions that might introduce a hazard or increase any risk and should submit a risk assessment for their activity.
16. Pay any charges due to the Performing Rights Society or Phonographic Performance Limited.
17. Ensure the numbers of persons attending a function shall not exceed the limits set out in the fire procedures.
18. Comply with the requirements of Section 12 of the Children and Young Persons Act 1933, the Children’s Act 1989 and any other relevant legislation.
19. Comply with the Health and Safety at Work Act 1974 and all subsequent Health and Safety Regulations as well as the facilities own operating policies and procedures (a copy of which can be inspected at the facility to be hired).
20. Be responsible for the health and safety of users during the period of hire.
21. Ensure clear and free access is maintained in all gangways, fire doors, fire aisles, firefighting equipment, disabled access areas, corridors, vestibules, entrances, and exits.
22. Report any accidents to the Council that occur during the period of hire and ensure an incident report form has been completed.
23. Make themselves aware of the location of the first aid kit and first aid procedures.
24. Have a valid certificate of Third Party Public Liability Insurance and Employee Liability Insurance (if applicable). The Hirer must effect his own insurance to cover liability arising from his activities whilst he is using the centre. This must be produced to the Council on demand and the Council reserves the right to cancel the hire, without notice, if satisfactory insurance cover cannot be produced. If the hire is cancelled for this reason, the Centre is not liable to the Hirer for any loss or damage they may sustain from the cancellation.
25. Indemnify and keep indemnified, the Council, its Officers and Servants from and against any, all loss, damage or liability (whether civil or criminal) suffered and costs incurred from a breach of these conditions of hire and/or damage, loss or liability to the facility, its use, furniture, fittings and apparatus, appliances and equipment and/or any loss sustained during and/or resulting from the period of hire for breach of contract due to overrun of the period of hire of the facility by the Hirer in the sum of 2 million pounds (Sterling). A copy of appropriate insurance may be requested at any time.
26. Not use the premises as a day nursery, public house, residential or retail venue or to operate a business..
27. The Hirer is responsible for conforming to all Public Health legislation and guidance relating to the control of viral pandemics and diseases such as Covid-19, and to take reasonable precautions to prevent the spread of the virus.
28. In the event of damage to furniture, furnishings, fixtures, fittings, equipment or property on the premises, during or attributable to the period of use, the cost of rectification as reasonable assessed by the Council must be paid in full within 14 days.
29. Children should be strictly supervised. Parents/Guardians invited to any event must accept full responsibility for any children who attend and bring their children entirely at their own risk.
30. Not use bolts, nails, tacks, screws, pins, hooks, strong adhesive or other such like objects at the centre
31. Not use confetti/party poppers on the premises.
32. Obtain all licences which may by law be required in connection with any entertainment (including boxing or wrestling as appropriate) which shall take place in the building during the period of hire. The terms and conditions of all licences issued in connection with the building or any part thereof or the sale of goods thereat or any entertainment thereat shall be observed and performed. A copy must be provided to the Council at least 14 days prior to the event.
33. If any part of the building is to be used for the purposes of gaming or games of chance of any description, the Hirer shall be responsible for ensuring that the provision of the Betting and Gaming Lotteries Act 1963-1971 or any amending Act are fully observed and compiled with. A copy must be provided to the Council at least 14 days prior to the event.
34. Functions held on Sundays must conform to the Sunday Entertainment’s Act 1932, or any amending Act.
35. Where the Hirer is arranging an event for a third party, this must be declared at the time of booking. The name and nature of the third party’s business must be disclosed, and the agreement of the Council obtained. For the avoidance of doubt the Hirer remains primarily responsible for the Hirers obligations and is not entitled to transfer them to the third party.
36. The Hirer is responsible for gathering public insurance liability certificates from any third party suppliers such as bouncy castles, children’s entertainers, soft play providers.
37. The Hirer is responsible for the cleaning of the room at the end of hire and all rubbish and recycling is the Hirer’s responsibility and must be removed.
38. The Hirer shall leave the premises in as good order and in as clean a condition as at the commencement of the hiring and if default is made the Hirer shall pay to the Council a reasonable charge for putting in order.
39. Unless the Hirer shall show before the commencement of the Period of Hire that any property of the premises is damaged, property shall be deemed to have been undamaged at the commencement of the Period of Hire
40. **The Council**
    1. Reserves the right to refuse or cancel a booking without stating their reason to do so if the Council considers it appropriate.
    2. Reserves the right to refuse or terminate a booking if the Council considers the facility unfit for use.
    3. Reserves itself, and to such Officers and Servants as it may appoint the right of entry to the facility at all times.
    4. Reserves the right to cancel any bookings or terminate any activity if the Hirer of any user misbehaves, wilfully damages or misuses and equipment at the facility intentionally or unintentionally contravenes these conditions of hire.
    5. Reserves the right to prohibit the use of any article, appliance or apparatus and to prohibit any event, exhibition or performance which it may consider objectionable or dangerous.
    6. Will not be liable for any damage or loss to goods by fire, theft or otherwise or for any injury howsoever caused to any person or persons attending the facility.
    7. Will not be liable to the Hirer for any loss, damage or liability resulting from use of the facility before, during or after the period of hire.
41. The community centre manager is responsible for enforcement of these conditions of hire.

**Privacy Notice** - some information about how we use your data

The Community Centre Team uses personal data for the purposes of managing the premises, bookings and finances, running and marketing events, staff employment and fundraising activities, where applicable. The management, Vale of White Horse District Council, believe it is in your legitimate interests to be able to hire the premises and be kept informed of activities that you might be interested in.

You have the right to ask for a copy of all the personal data we hold for you and to request that incorrect data be amended. Please remember to tell us if your contact details change. You can also request that we remove you from our mailing contact list. Please note we cannot delete your personal data held in connection with financial transactions as we are required by law to retain these for the period mentioned below.

Your personal data will be retained for up to 7 years for financial transaction purposes and for longer where required by the Council’s insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the centre manager. If you would like to find out more about how the Council looks after your personal data, please see our [webpage](http://www.whitehorsedc.gov.uk/about-us/contact-us/requesting-information/data-protection).

If you believe we have not handled your personal data as we have described here, please either call 01235 422485 or contact us by email on [data.protection@southandvale.gov.uk](mailto:data.protection@southandvale.gov.uk) and your concerns will be fully investigated. If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner’s Office (ICO). You can reach them through this link to their [website](https://ico.org.uk/) or call them on 0303 123 1113. Their mailing address is: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF