



## Room Booking Form

**The Old Court House, Church Street, Bingham, NG13 8AL**

**Please complete to secure your booking. If you have a query please contact us on 01949 831445 or email [info@bingham-tc.gov.uk](mailto:info@bingham-tc.gov.uk).**

STEP 1 - YOUR INFORMATION			
<b>Booked By</b>	Name:	Tel No:	Email:
<b>On behalf of</b>	Business/Charity/Community Group		
<b>Invoice Contact</b> <small>If different from above</small>	Name:	Tel No:	Email:
<b>Invoice Address</b>			

STEP 2 - BOOKING SCHEDULE			
<b>Date</b>			
<b>Time</b>	<b>From</b>		<b>To</b>
<b>Total Number of Attendees</b>			
<b>Public Admittance</b>	<b>Yes</b>		<b>No</b>
<b>Meeting Purpose</b>			
<b>Room required</b> (please tick below)			
<b>Council Chamber</b>	£15ph	40 – 50 Theatre Style 15 -20 Boardroom Style	<input type="checkbox"/>
<b>Meeting Room 1</b>	£9ph	10 Boardroom Style	<input type="checkbox"/>
<b>Meeting Room 2</b>	£9ph	6 Boardroom Style	<input type="checkbox"/>
<b>Bingham Community Rates - Half of the above.</b> (please confirm community group name)			<input type="checkbox"/>
<b>Kitchen</b>	£7.50 with Council Chamber £3.00 with Meeting room		<input type="checkbox"/>
<b>Additional fees will be quoted at the time of booking to cover caretaking costs when hiring outside of normal office hours.</b>			

I hereby agree to the enclosed terms and conditions:

Authorised Person (Please sign):.....

Print Name.....Date:.....

## **Conditions of Hiring**

1. The hirer shall pay the charge requested by the Council (which charge will be notified at the time of booking).

The Council reserves the right to adjust the hiring charge:

- (i) to cover any increases in hiring charges which may occur if an application covers a series of lettings over an extended period, and
- (ii) to cover an increase in a hiring charge which may occur between the date of the approved applications and the date of the actual hiring.

2 The hirer will ensure:

- (i) that they have read and understood the Fire Emergency Plan which is provided at the time of first booking and is also located in each room available for hire or is available upon request from the office.
- (ii) that a Personal Emergency Evacuation Plan is completed for any known visitors with additional needs. A copy of any PEEP will be given to the Council prior to the booking.
- (iii) they take an attendance record of all people present during the hire
- (iv) in the event of a fire they escort all visitors to the evacuation point

3. The hirer shall ensure during the time these premises are so used that such activities are conducted in an orderly manner and under adult supervision, and that an adult is on duty at the entrances at all times in order to ensure security of the premises, and that no entry is permitted after 11.00 p.m. and that the right to use the premises is exercised quietly and in a manner unlikely to cause any annoyance or inconvenience or to become a nuisance to the owners or occupiers of any adjoining or neighbouring property or to the public.

4. In addition, for the purpose of a function to which the general public is admitted and at which there may be a large gathering, it is the responsibility of the organisers to ensure that the letting is properly controlled inside the premises by appointed stewards, or such other responsible persons, to maintain order throughout the whole period of the letting.

5. The hirer shall defray the cost of making good all damage caused to the premises, or other property of the Council, which is in any way attributable to the hiring.

6. The hirer shall indemnify the Council and keep it indemnified from, and against, all costs, charges, claims and demands for injury, loss or damage to persons or to property arising from the exercise of this right howsoever such injury, loss or damage may be caused, unless due to any negligence on the part of the council or their servants or agents.

7. The hirer shall obtain at his own expense all the necessary licences required in connection with the use of the premises for the purpose for which the same is let, and to observe and comply with all the conditions attaching thereto.

**NOTE:** Early enquiries should be made of the appropriate District Council in respect of application for music, singing and dancing licences, and licences for stage plays and cinematograph performances. Applicants for music, singing and dancing licences are required to give at least twenty-eight days' notice to the Licensing Authority.

8. The use of the premises is restricted to finish at 11.00 p.m. unless approval to an extension has been obtained prior to the letting.

9. The hirer will ensure that any electrical appliances brought by the hirer to be used on the premises shall be safe and in good working order, have a valid PAT certificate if the appliance is over 12 months old, and are used in a safe manner.

10. Furniture and equipment must not be removed from the premises.
11. The users of the premises are forbidden to stand upon any furniture or fittings. No fixtures or decorations of any kind requiring nails or screws to be driven into the property are permitted, and the premises must be left at the end of the letting in a reasonably clean and orderly condition. Where Town Council crockery is used, this to be washed and put away.
- 12 There are some cleaning products stored in the kitchen, safety data sheets for these are available in the kitchen. First Aid kits are located in this area. The hirer will ensure that any visitors are aware of this.
13. Any accidents that occur on the premises must be reported to the office so that an accident report can be completed.
14. No notice, either permanent or temporary, may be affixed or display on the premises without prior approval.
15. No food or drink may be brought in and consumed on the premises without prior approval.
16. In the event of the premises not being used after approval has been granted, the Applicant may be responsible for payment of the fee if written notification of cancellation is not received at least seven days before the approved time of letting.
17. The Council does not accept any liability in respect of the parking of any vehicle at the premises connected in any way with the Applicant or the letting of the premises during the letting period.
18. The Council accepts no liability for goods and personal effects left on its premises by the hirer, its servants or agents, or by any use of the premises.
19. The Applicant may not sublet or assign the benefit of any letting of the premises, and will be held by the Council personally responsible for the observance of these conditions.
20. **Access to the premises is 5 minutes prior to commencement of booking and premises to be vacated 5 minutes after end of booking period.**