



Mbl: 07562 467356
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Web: <http://thearccommunityhub.org.uk/>
22 Knox Road
Loughborough LE11 2UP

Booking Form and Agreement

Reviewed & Updated: 16/12/2019

DATED ___/___/___

PARTIES

- (1) The Arc Community Hub named in clause 2.2 acting by its management committee. Registered Charity 1157806.
- (2) The person or organisation named in clause 2.3.

AGREED as follows:

1. throughout this Agreement:
 - the Arc Community Hub named in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Grange Park Centre’s charity trustees, employees, volunteers, agents and invitees
 - the person or organisation named in clause 2.3 is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
 - where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Centre Manager or, if the Centre Manager is not available, any of our Charity Trustees.
2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

The Arc Community Hub

2.1 Date(s) required:

Date	Day of week	Start Time	Finish Time	No. Hours (min. 2)	Frequency Weekly/ Monthly/ One off / Alternative if 1 st choice not available	Term time only: Yes/No

Please note that the maximum duration of a booking will be 1 term or 13 weeks – whichever is longer.

Minimum hire time of 2 hours

Please ensure that time is allowed within the booking time for setting up and packing away, as another booking may start immediately after yours.

2.2 The Arc Community Hub

(a) Registered Charity No	1157806
(b) Authorised Representative	Rob Newton, Centre manager
Address	22 Knox Road, Loughborough, LE11 2UP
Email	office@thearccommunityhub.org.uk
Telephone Number	07562 467356

for booking enquiries or as an emergency contact

2.3 The Hirer:

(a) Name: _____

(b) Organisation: _____

(c) Name of Organisation's Authorised Representative _____

Address, _____

Telephone Numbers _____

Email _____

Please provide a name and mobile telephone number of a person who will be on the premises (with the mobile phone on their person) during the hire period.

2.4 Hire Fee

Hire Fee	£ _____
Deposit	£ _____
2% Payment Fee <i>e.g. for Izettle payment</i>	£ _____
TOTAL	£ _____

Ad hoc bookings

The full hire fee and refundable deposit are payable at the time of booking.
The refundable deposit is £50 or at least one third of the cost of the booking (whichever is greater).

Regular bookings i.e. once a month or more frequently

The first month's hire fee and refundable deposit is payable at the time of booking.
The refundable deposit is one third of the monthly cost of the booking, and will be held for the duration of the total hire period.

Deposit return

We will refund the deposit within 28 days of the completion of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring or as a result of the hiring.

Cancellation fees

Bookings cancelled between 14 – 30 days prior to the event will be subject to a 25% charge of the total room hire cost.

Bookings cancelled within 14 days of the hire event will be subject to the total room hire cost.

Please note

The Community Centre is administered by a registered Charity, and the Management Committee must ensure that The Arc Community Hub is administered in accordance with those guidelines, and that of its funders. This includes the prohibition of certain activities e.g. hiring to statutory childcare providers. Accordingly we are bound to preserve and hereby reserve the right to terminate this Agreement by no less than 1 months' notice in writing to you in the event of The Arc Community Hub being required on the same date/time for the fulfilment of its charitable purposes.

In the event of such termination by us, we will refund all monies paid to us by you in full. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.

The Arc Community Hub

2.5 Premises required:

Whole of Community Centre	Yes/No (<i>excluding Business Hub</i>)
Main Hall	Yes/No
Kitchen	Yes/No
<i>(Please note this is not an exclusive hire, other users will have access)</i>	
Training Room	Yes/No
Meeting Room 1	Yes/No
Meeting Room 2	Yes/No

Storage of equipment – storage is limited, but may be possible for an extra charge.

2.6 Purpose/description of hiring:

2.7 Will tickets be sold for your event? Yes / No

2.8 Is food to be provided at the event? Yes / No

A copy of the Health and Safety rules are displayed in the kitchen. By signing this hire agreement you are agreeing to follow these rules and to complete, date and sign the kitchen log.

2.9 Is alcohol to be provided at the event? Yes / No
If yes please see 4.1 (ii)

2.10 Will there be exhibition of a film? Yes / No

2.11 Will live music be performed or recorded music played? Yes / No

3. Approximately how many people are expected to attend your event? _____

You agree not to exceed the maximum permitted number of people per room including the organisers/performers

Whole of Community Centre	150
Main Hall	125
Kitchen	NA
Training Room	15
Meeting Room 1	5
Meeting Room 2	5

The Arc Community Hub

- 4.** The Community Centre **does not** have a licence:
with the Performing Right Society (PRS) for the performance of copyright music
from Phonographic Performance Licence (PPL) e.g. for the performance of live music
for the sale or consumption of alcohol.
- 4.1** We have a Premises Licence authorising regulated entertainment only. You hereby
acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating
Schedule for the premises, in accordance with which the hiring must be undertaken, and
agree to apply with all obligations therein.
- (i) You agree that if regulated entertainment, not covered by our Premises Licence, is to be held
you must obtain our consent to give notice of a Temporary Event Notice TEN to the licensing
authority. We will advise if a TEN is not required.
- (ii) You agree to give us notice of your intention to provide alcohol at the event and to give notice
of a TEN to the licensing authority.

If you fail to comply with Clause 4.1 (i) or (ii) above, we will cancel the hiring without
compensation. This is because there is a limit on the number of TENs that can be granted
annually for any premises.

- 5.** You agree with us to be present (by your authorised representative, if appropriate) during the
hiring and to comply fully with this Agreement.
- 6.** We and you hereby agree that the Standard Conditions of Hire (see below), together with any
additional conditions imposed under the Premises Licence or that we deem necessary, form
part of the terms of this Agreement unless we and you agree in writing.
- 7.** None of the provisions of this Agreement are intended to or will operate to confer any benefit
pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a
party to this Agreement.

I have read and understood the following document which governs this hire:

Standard Conditions of Hire

Signed by the person named at 2.2(b) above, duly authorised, on behalf of the Community Centre.

Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable.

Please be aware that on signing this agreement you are entering into a contract that could be used in evidence should legal action become necessary.

Please note:

All rubbish and recyclable material must be removed from the site at the end of your hire period (see section 28, standard conditions of hire).

Please ensure that all entrances (main front doors, kitchen, patio doors and escape doors from the main hall) are kept secure for the entire period of your booking. We provide a wireless doorbell notification system which you can take into the main hall for when people arrive at the main entrance doors. You will be notified on arrival if other users will be utilising other areas of the centre during your booking period.

In preparation for the next user please sweep or Hoover the floor area in the room at the end of your booking period and wipe down any tables used. The kitchen area must be left clean and tidy. Cleaning materials and equipment can be found in the cleaner's cupboard.

On vacating the building please ensure that ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED, AND LIGHTS TURNED OFF.

Please note there is not a telephone on the premises, and it is recommended that a mobile phone is brought with you for use in the event of an emergency.

Any cars parked in the Community Centre grounds are parked entirely at the owner's risk.

There is a weight restriction of (TBC) on vehicles entering the car park past the bin store, due to an underground water storage tank.

Grange Park Centre charity is committed to protecting all information that we handle about people we support and work with, and to respecting people's rights around how their information is handled. Our policy explains our responsibilities and how we will meet them and can be found on our website. <http://thearccommunityhub.org.uk/>