

Brian Grint Centre
The Street
Acle
NR13 3DY
Tel: 07536 456161

aclepcdeputyclerk@gmail.com

BOOKING CONTRACT

In signing a copy of this contract you agree to hire the Brian Grint Centre as outlined below and confirm that you have read and understood the following terms and conditions. A copy should also be retained for your records

Name of Hirer: (must be over 18 years of age)

Address of hirer:

Telephone: Email Address:

Date of Event:

Time booked from: **Total hours:** (to include set up and clear away)

Room(s) Booked:

	AM Session	PM Session	Evening Session
Downstairs			
Upstairs Small			
Upstairs Large			
Outside Courtyard			

Charges for Rental per Session

Downstairs	£15
Upstairs Small	£15
Upstairs Large	£20
Outside Courtyard	£10

Number of sessions 1 @ £15.00 per session £15.00

TOTAL £15.00

I understand that failure to complete payment by the date/s specified will result in the cancellation of my booking.

Cheques should be made payable to ACLE BORDERLAND TRUST and sent to Beech Farm, 15 Marsh Road, Upton, Norwich NR13 6BP

Hire fees may be paid via BACS to ACLE BORDERLAND TRUST a/c no: 00615085 s/c: 30-99-97 (Lloyds) quoting the event date and your surname as a reference.

Purpose of hire:

Maximum number of people attending the event at any one time:

The Brian Grint Centre is a no smoking premises.

1. **Behaviour:** The hirer accepts responsibility for the behaviour of all persons attending their event. Any damage caused to the building or its contents during an event will be the responsibility of the hirer. Any damage will be charged to the hirer.
2. **Alcohol:** No alcohol may be brought onto the premises.
3. **Noise:** The hirer accepts that noise from the event must be controlled and that all internal and external doors must be closed whilst amplified sound is in use. Failure to comply will result in the termination of the supply by staff. The Brian Grint Centre will not accept any loss on the part of the hirer (or anybody else) arising from such action having been taken.
4. **Electrical Equipment:** All electrical equipment brought onto the premises must be PAT tested. The hirer confirms, by signing this contract, that in bringing in and using their own equipment that this has been done.
5. **Fire:** Upon arrival, hirers will be advised whether a fire alarm test is expected and where emergency exits are located. If an unexpected alarm is heard, evacuate the building immediately. The evacuation meeting point is the far side of the hedge, in the middle of the carpark. Obey instructions of the duty member of staff at all times.
6. **Indemnity:** The hirer shall indemnify Acle Parish Council against all third-party liability arising during premises use and liability from any loss or damages, arising from the Centre not being available due to circumstances beyond our control. We strongly recommend hirers take out indemnity insurance.
7. **Safeguarding:** Any persons under 18 that attend your class or event should be properly supervised by the hirer or a responsible adult e.g. parent. The Brian Grint Centre staff accept no responsibility for the supervision of minors. All hirers are recommended to have their own relevant policies in relation to safeguarding.
8. **Personal Property:** All property brought onto the premises is done so entirely at the owner's risk.
9. **Decoration:** No materials should be affixed to walls/floors using pins or anything leaving a mark. Glitter, glue, blue-tac, Sellotape, sharp-edged beads, paint and paint powder are prohibited. The Centre should be left as it was found, and any decorations used must be cleared away by the hirer within their booking time. Failure to comply will result in a surcharge. If unsure, the hirer should contact the Brian Grint Centre prior to the event to discuss their decorations.
10. **Car Parking:** Vehicles may park in the Courtyard area to the lefthand side of the building. The users of the parking do so at their own risk. The Brian Grint Centre will not accept liability for any accidents, damage or loss incurred.
11. **Cancellation:** If hire is cancelled the management reserve the right to make the following deductions. More than 6 weeks prior – reimbursement in full; Between 2 & 6 weeks prior – 50% reimbursement; Less than 2 weeks prior – No reimbursement.
12. **Departure:** The hirer should leave the premises in a clean and orderly state prior to departure, dispose of all rubbish off the premises and vacate by the time stipulated on the booking form. Failure to have left the premises by this time will result in a surcharge of £10.00 per hour or part thereof. The premises should be vacated in a quiet and orderly manner respecting the neighbouring residential properties.
13. **Data Protection:** Hirers understand that the Parish Council is legally required to retain booking contracts for seven years to comply with financial regulations, after which time booking forms will be shredded. The Parish Council will only use your personal data (name, email address, phone number, address) for the purpose for which it is intended in line with both parties' contractual obligation. You can find out more about how we use your data from our "Privacy Notice" which is available on the Parish Council Website.

Your booking will not be considered confirmed until this form has been completed and full payment has been received.

Signature of Hirer

PRINT NAME

Date of agreement

On Behalf of the Brian Grint Centre:
Fiona Richardson
Deputy clerk

Date: