

ROOM BOOKING FORM

1. PREMISES

Room(s)	Rosebery Room <input type="checkbox"/>	Both rooms combined <input type="checkbox"/>
	Thorpe Room <input type="checkbox"/>	
Address of LCC Property: Melton Carnegie Museum Thorpe End, Melton Mowbray, LE13 1RB		

2. HIRER INFORMATION

The Room Hire Agreement is between Leicestershire County Council of County Hall, Glenfield, Leicester LE3 8RA ("the Council") and:

User / Group Name ("Hirer"):

User / Group Address:

Telephone Number:

Email Address:

LCC Internal Bookings

Cost Code:

Invoice Address if different

from User / Group Address:

3. PERIOD OF HIRE AND PROPOSED USE

The Room Hire Agreement is for use of the ("the Premises")

Please indicate the type of hire required:

- ☐ One off hiring. State when Premises are required [..... / /].
- ☐ Regular hiring - [..... / /] to [..... / /] ("the Hire Period"). The hire of the Premises may only be for a maximum of 12 months in the first instance. If the hiring exceeds the Hire Period, this Room Hire Agreement will continue thereafter until either party serves the required notice as stated in section 9.

The Hirer shall have use of the Premises on the following day(s) and time(s) (No access is given before booking time, so allow for set up and within the booking time):

The Hirer shall have use of the Premises for (please state the purpose of the hiring):

Please state the number of expected delegates

4. CHARGE OF HIRE

The inclusive fee is [£] p] per week / calendar month payable in advance ("the Fee"). The Fee for the use of the Premises is determined by the Council and is subject to change without any prior notice. An additional charge will be made, if necessary, for alarm call outs and staff costs for the locking of the Premises. All prices are for the hire of a single room, if both rooms are needed then all rates will be doubled, with the exception of the evening staffing cost. Standard rate is charged during normal opening hours.

Hire Charges	No Hire Charge
Associated Use	Nominal £5 fee for Public Liability Cover
Preferential Rate (Community)	£25 Half Day £50 Full Day
Commercial Rate	£50 Half Day £100 Full Day
Evening Staff Fee (per hour)	£19.50 Staffing fee
From 1 st April 2016	£20.00 staffing fee
*+ 10% Public Liability Insurance (+ 6% to cover Insurance Premium Tax) for Groups 2 and 3 only (if required)	
Tea and coffee	75p per person
Biscuits	25p per person

For Admin Use only	
Letting Fee:	£
Staffing Fee:	£
Insurance Fee	£
Total:	£
Receipt Number:	
Budget Code (LCC internal bookings):	
Copy of PLI seen and attached	
Date of cover:	

Please Note:

Bookings may be made on an hourly basis at;

- Community use - £10 per hour
- Commercial use including kitchen £20 per hour

Out of hours lettings may be arranged subject to staff availability

- | | | | |
|---|-------|---|-------|
| • Half day Morning | 9.00 | - | 13.00 |
| • Half day Afternoon | 13.00 | - | 17.00 |
| • Full Day | 9.00 | - | 17.00 |
| • Evening use is charged at the hourly rate starting at 17.00 until 23.00 | | | |

The Hirer is required to have adequate public liability insurance in place for the use of any the Premises with a minimum cover of £5 million

pounds. An additional 10% + (6% insurance premium tax) or a minimum fee of £5 will be incurred to all letting charges to cover the Hirer for the public liability insurance which is inclusive of insurance premium tax at 6%. If you already have public liability insurance or are covered by another policy please tick the box below:

☐ I / We already have public liability insurance

☐ I / We are a Council affiliated group (proof required)

By ticking the box(es) above, the Hirer acknowledges that it must hold Public Liability Insurance with a minimum cover of £5 million pounds through a reputable provider and a copy of its insurance certificate must be provided to the Council prior to the commencement of Hire Period. Once a copy has been received ONLY then will the additional fee of 10% or minimum of £5 be waived.

BOOKINGS ARE NOT CONFIRMED UNTIL FULL PAYMENT IS RECEIVED

5. HEALTH AND SAFETY

To comply with all Health and Safety Information relating to the Premises, a member of Premises staff will show the event organiser the layout of the building prior to the commencement of this Room Hire Agreement.

6. ADDITIONAL EQUIPMENT

Please state if any additional equipment will be used within the Premises during the Hire Period:

Interactive whiteboard (Rosebery only)

☐
☐

Flip Chart

☐
☐

Plasma screen (Thorpe only)

Tea and Coffee

It is the Hirer's responsibility to ensure that all equipment is used correctly and returned, stored and/or turned off at the end of every session. Any damage to the equipment resulting from use by the Hirer must be reported to the Property Manager. Any costs associated with the repair and replacement of the equipment(s) will be payable by the Hirer. Failure to do so will result in the cancellation of the use of the Premises and all subsequent costs recovered from the Hirer in full.

7. TERMS & CONDITIONS

Full Terms and Conditions and current Charges payable are available in paper copy at most Leicestershire County Council properties and at County Hall or electronically via the Leicestershire County Council website

http://www.leics.gov.uk/index/leisure_tourism/museums/meltonmuseum/meltonmuseum_about/communityroom.htm

IT IS THE HIRERS RESPONSIBILITY TO ENSURE TO THAT THEY READ THE FULL TERMS AND CONDITIONS APPLICABLE TO LEICESTERSHIRE COUNTY COUNCIL ROOM BOOKINGS

8. TERMINATION

Notwithstanding anything else contained herein, that this Room Hire Agreement may be terminated;

1. By either the Hirer or Council giving the other at any time previous written notice of at least 1 week in advance.
2. If the Hirer commits serious breach of any item in this Room Hire Agreement the Council shall have the right to terminate this Room Hire Agreement forthwith at the Hirer's expense.

If the Hirer gives less than 24hrs prior notice of cancellation of a booking, the full hire charge will be retained by the Council. Termination of regular bookings requires one months notice in writing by either party and if the Hirer gives less than one week's notice of a regular booking then the full Hire Fee will be retained by the Council.

The Hirer shall ensure that the Premises are vacated on time immediately after the Hire Period has ended to ensure any groups attending after or the closing of the Premises are not unnecessarily delayed. In the event that the Hirer and his party have not vacated the Premises by the time stated the Council shall at its discretion make an additional charge.

Any termination of this Room Hire Agreement shall not affect the rights or liabilities of either party nor shall it affect the coming into force or continuance in force of any provision hereof which is expressly or by implication intended to come into or continuing force on or after such termination.

9. ACCEPTANCE OF ROOM BOOKING

The Hirer understands that the following information is available at the Premises and online (where appropriate) and accepts that it is the Hirers responsibility to ensure they have read and understood the documentation below (where applicable): (please tick as appropriate)

- | | |
|--|--|
| <input type="checkbox"/> Health and Safety Booklet of the premises and location of First Aid Box | |
| <input type="checkbox"/> Read a copy of the Premises Fire Risk Assessment | |
| <input type="checkbox"/> Under took Risk Assessment for Emergency Evacuation Plan | |
| <input type="checkbox"/> Fire Detection and Evacuation Procedure | |
| <input type="checkbox"/> Evacuation Chair (if applicable) | |
| <input type="checkbox"/> Accident and Damage Reporting Procedure | |
| <input type="checkbox"/> Read the Terms & Conditions | |

The Hirer acknowledges that he is familiar with the following:

- | | |
|----|---|
| a) | Fire alarm points |
| b) | Fire evacuation procedures, routes, refuge point and assembly point |
| c) | Location of telephone |
| d) | Location of first aid kit |
| e) | Location of the accident reporting book |

10. CONFIRMATION

To be completed by the Hirer:

Name
Sign
Date

To be completed by a LCC authorised staff member on behalf of the Council:

Name
Sign
Date