

# ROOM BOOKING FORM

## 1. PREMISES

Room(s):

Address of LCC Property:

## 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:**

**Tel:**

**Email:**

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):

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

**A drinks package is available at some sites please ask staff for details.**

**No of Delegates:**

**Drinks Package at £1 per person per Cup**

**Yes** ☐

**No** ☐

## 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.

Hire Charges

Associated Use

Preferential Rate (Community)

Commercial Rate

Commercial Rate (inc Use of Kitchen)

\*+ 12% Public Liability Insurance (+ 10% to cover Insurance Premium Tax) for Groups 2 and 3 only (if required)

Commercial rate excluding use of kitchen (excluding support staff)

ICT suites

Exhibitions

Talks by library staff

No Hire Charge  
Nominal £5 fee for  
Public Liability Cover

£25 Half Day

£50 Full Day

£50 Half Day

£100 Full Day

£65 Half Day

£130 Full Day

£20.00 per hour

£27.50 per hour

£45.00 per exhibition

£30.00 per hour

Cheques payable to 'Leicestershire County Council'

Letting Fee:	£
Staffing Fee:	£
Insurance Fee:	£
Drinks Package @ £1 per person per drink.	
Total:	£
Receipt Number:	
Budget Code for Internal Journal	
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 excluding kitchen £20 per hour
- Commercial use including kitchen £25 per hour

**Half day – up to 4 hours**

**Full Day – over 4 hours**

**Out of hours lettings may be arranged  
subject to staff availability, please  
contact the site direct.**

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 12% + (10% 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 exclusive of insurance premium tax at 10%. 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 12% 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:

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](#)

**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 | The Hirer acknowledges that he is familiar with the following:         |
| <input type="checkbox"/> Read a copy of the Premises Fire Risk Assessment                        | a) Fire alarm points   |
| <input type="checkbox"/> Under took Risk Assessment for Emergency Evacuation Plan                | b) Fire evacuation procedures, routes, refuge point and assembly point |
| <input type="checkbox"/> Fire Detection and Evacuation Procedure                                 | c) Location of telephone   |
| <input type="checkbox"/> Evacuation Chair (if applicable)  | d) Location of first aid kit   |
| <input type="checkbox"/> Accident and Damage Reporting Procedure                                 | e) Location of the accident reporting book                             |
| <input type="checkbox"/> Read the Terms & Conditions   |  |

### 10. CONFIRMATION

To be completed by the Hirer:

Name  
Sign  
Date

To be completed by a LCC authorised staff member:

Name  
Sign  
Date