



Venue	The Radio Wing McCrae Road Locking Parklands BS24 7LZ
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Venue Booking Confirmation & Conditions of Hire

APPLICATION: Applicants shall complete the required booking reservation form in advance of booking confirmation, giving full particulars of the purpose/type of event, hours of use [including setting up and clearing time] and facilities required. The hirer/lessee agrees to pay all required fees including administration fee [non-returnable] and deposit fee.

		ADMIN FEE	Flat rate	£5.00	Non-returnable One-off Payment
Date	Time	Duration	User/Organisation	Rate	Purpose / Notes
FRIDAY START = 00 xxxxx 2018	0.00.am – 00.00 pm	0.0 hours @ £00.00 per hr		£00.00	Regular Weekly
	Meeting Room		Per weekly session	£00.00	
TOTAL FEE =				£00.00	
+ SECURITY DEPOSIT Separate fee [Cheque]	In advance - Security Deposit cheque payable to Locking Parklands Community Interest Co/RW [Held Separately]			£50.00	Returnable [if all conditions met]
BACS Sort Code = 40-20-30; A/c No = 22694352; A/c Name = LP CIC /RW					
Please make cheques payable to <i>Locking Parklands Community Interest Co/RW</i> [Payable at time of booking]					

Conditions of Hire: Please read this information carefully before signing the agreement

Access	The venue will be available for the time specified on the application form, which must include setting up and clearing away time – any alteration to timings will be charged at a pro rata hourly rate.
Use of Premises & Grounds	<p>The Hirer shall not use the premises for any purpose other than indicated in the application details and no sub-let is permitted. The premises must not be used for any unlawful purpose, eg Gambling or Betting. The Hirer must not bring onto the premises anything that may en-danger other persons, eg Fireworks, nor invalidate any insurance policies applicable to the Management, venue or grounds. The Hirer shall have in place their own public liability insurance and provide proof of such.</p> <p>Car Park: Vehicles, Motorcycles and Bicycles are left in the Car Park at owner's risk. The Car Park is for Patrons use only. Over-night parking is not permitted. Vehicles should not be driven over grassed areas, pathways or patio as this could cause obstruction, hazard and potential costly damage to the areas.</p> <p>Use of outside space: No alcohol may be brought into the venue or grounds by or on behalf of the hirer for consumption on the premises unless the prior written consent has been obtained, for which a charge may be made. All Hirers and users should be aware that the green areas surrounding the venue contain many trees that hold Tree Protection Orders, and it is an offence to cause damage. It is not advisable for anyone, particularly children to climb any trees or swing from branches as this could cause potential injury to persons and/or damage to the trees.</p> <p>The Hirer shall provide own refreshments, catering requirements etc, although limited kitchen facilities are available – kettles, flasks, washing up etc .</p> <p>Users must not attempt to attach anything to the ceilings, and only white-tac may be used to attach anything to the wall or doors – covering of any windows/vision panels is not allowed.</p> <p>Cleaning: cloths, cleaning products, mop, hoover, dustpan and brush are available in the kitchen area to assist with cleaning tasks. Please use the 'cleaning in progress' sign. Any spillages must be cleaned away immediately and be reported to the management [as soon as practicable], in case there needs to be a specialist cleaning process involved.</p> <p>End of Hire: The hirer is required and responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured [unless otherwise directed] – all doors and windows should be closed/locked, all lights off. Particular attention should be given to the toilet and kitchen areas to ensure cleanliness. Please sweep and/or hoover floors, wipe down tables. Check chairs are clean and stacked correctly. Outside areas should be also checked, left in good condition. All items used during the let should be replaced to their usual locations in good condition, leaving the room ready for the next user. [See Layout photographs provided]. Please observe 'reminder' notes posted at strategic points in rooms to assist you.</p> <p>Disposal of Waste/refuse: It is expected that all users/providers remove and take their waste home with them for the appropriate recycling or disposal – this applies to all food, paper, glass, 'offensive' waste, cans etc. Check no litter is left inside or outside. Labelled bins are provided to assist with this. See kitchen. Large bins are available for bigger events to assist with recycling.</p> <p>Deposit retention: If any aspect of the hire is found to be 'wanting/of unacceptable standard', or requires extra work on venue caretaking staff, then part or all the deposit fee will be retained. The hirer/user will be responsible for any extra cleaning costs, and damage/cost of repairs caused to the buildings or equipment as a result of hiring the venue.</p>



Conditions of Hire: [Contd]	
Supervision/ Conduct	The Hirer will be responsible for the safe and proper conduct of persons using the facilities. Children should be supervised and not left unattended and escorted to toilets where appropriate. The Hirer should not conduct themselves in any way as to bring the LP CIC or the management into disrepute. The Management cannot accept any liability for any incidents, accident or injury to persons, or loss or damage to individual personal property for the duration of the hire at the premises or surrounding area, including the Car parking area.
Noise	The hirer shall ensure that the minimum of noise is made on arrival and departure, and that no noise nuisance, either from people, music or equipment is created inside the venue or the surrounding outside grounds during the event.
Stored Equipment	At present, there are limited facilities to store belongings, equipment etc for the Users. The LP CIC accepts no responsibility for any equipment brought onto or used in the premises, and all liability for loss or damage is hereby excluded. All equipment should be removed from the premises upon departure. NB Please see note below regarding electrical appliances.
Public Safety Fire Procedures/ Escape;	This is a NO SMOKING building and site. A relevant Risk Assessment should be completed prior to the activity/hiring of the facilities and submitted to the Management ten days before the event for checking and acknowledgement. The Hirer should make themselves familiar with the fire procedures and inform the management of any factor which involves extra fire risks. No items, eg boxes, bags, tables, chairs, etc should obstruct any Fire Exit/door. Fire Exit doors must remain closed throughout the hire and only be used in the event of the alarm sounding. In the event of the alarm sounding – the premises must be vacated by all – following instructions on the Fire Action Notices. The designated 'Assembly Point' is at the East end of the Car Park.
Electrical Appliances	Any electrical appliance brought onto the premises shall be safe, in good working order and used in a safe manner, eg no trailing leads. Only electrical appliances that have undergone a PAT test may be brought in and used in the building.
Health & Hygiene;	If preparing or serving food – all relevant food health and hygiene legislation and regulations should be observed. When catering for large events, it is advisable that at least one person involved holds a recognised 'food hygiene certificate'.
First Aid/ Accidents	There is a basic First Aid Kit located in the Main Hall, Meeting Room and Kitchen. Accidents should be reported using the ' Accident Reporting Book ' and notified to the management. The CIC, or its officers cannot, under any circumstances accept responsibility or liability for injury sustained by any person, nor for loss of or damage to personal property. Please note there are no telephone facilities on site – hirers are advised to have access to a mobile 'phone. When organising large events, it is advisable that at least one person involved holds a recognised '1 st Aid Certificate'.
Compliance with the Children Act	No children are permitted onto the premises and surrounding grounds, unless accompanied by a responsible parent/carer/guardian/adult. All groups working with young people should have the necessary DBS clearance in place, with evidence to be available upon request by the Management. Children are not permitted to enter or use the kitchen.
Animals	No animals shall be brought into the premises [including birds]. [Except guide dogs]. No animals of any kind are to enter the kitchen at any time.
Sale of Goods	At present – no goods are permitted for resale on the premises, including alcohol.
Refusals & Cancellation	The Management reserve the right to refuse any application without providing reason. The Management reserve the right to cancel the booking and return any deposit fee paid if a valid reason gives cause to the cancellation, eg emergency community situation, premises unfit for use, the hire would lead to a breach of licensing or any other legal or statutory requirements, adverse weather conditions, etc. If the hirer chooses to cancel the booking [for whatever reason] at any time prior to the booking date, this must be done in writing and no administration or booking fee will be returned, nor will any compensation be provided to the applicants for any loss or pecuniary damages arising from cancellation.

Data Protection

The information provided by you and/or any members of your party relating to your booking may be processed and retained by the LP CIC for legitimate business reasons, accounting and repeat business purposes. By confirming the booking, you and members of your party consent to this processing of information. LP CIC does not disclose personal information to third parties without your consent except where necessary to protect against crime or fraud or to provide goods and services to you.



Please indicate that you agree consent to The Radio Wing to hold the details you have provided in your reservation application to hire the venue, and as shown above and below. Your details will be kept for the duration of the enquiry, confirmed hire period, plus six months for statistical/feedback purposes and to assist with future marketing.

YES



You may request in writing to see how we hold your data and/or the deletion of such by contacting via e-mail: theradiowing@gmail.com

AGREEMENT & ACCEPTANCE of TERMS & CONDITIONS

I / we agree to and accept the Letting & Hiring terms and conditions as laid out above [including charge rates and Fire Safety Action] and agree to the payment of requested letting fees, including administration booking fee.

Organiser / Leader PRINT NAME below	SIGNATURE: below	Date:
INDIVIDUAL – Private Address:		Date:
ORGANISATION – Business Address:		

FOR OFFICE USE ONLY:

Accepted/Approved: By NAME: J C Roberts Status: Manager/Treasurer – The Radio Wing	Signature:	Date:
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FEE PAYMENT

NAME of HIRER – person or organisation			
BOOKING DATE	ROOM	COST	PAYMENT DETAILS RECEIVE
START 00 xxxxxxxxxxxx 2018 @ £00.00 per hr	MEETING ROOM – Weekly Session fee	£00.00	Cheque No BACs
Per Weekly Session Payable Monthly in Advance via BACs	SESSION HIRE FEE	£00.00	NB - Ad Hoc eg Party - booking fee payable 2 weeks in advance
One off Payment Pay at time of booking	Admin Fee	£5.00	Receipt No
	SUB TOTAL FEE	£00.00	Invoice No
Separate Refundable Damages Deposit Cheque	Damages Deposit	£50.00	Payable on the booking day or before
RETURNED			Full
Received by:			Partial
For & on behalf of The Radio Wing [LP CIC]		Date:	2018

