

Booking and Hiring Agreement

The Friendship Café
 Chequers Bridge Centre, Painswick Road,
 Gloucester, GL4 6PR
 Tel: 01452 308127

Hirer: (Please print clearly)

Contact name		Organisation	
Address			
		Post Code	
Telephone No.		e-mail address	

Date(s) required:

Day (e.g Monday)	Date (dd/mm/yyyy)	Access time	Leaving time	Total time booked (in hours)

Room(s) Required

Rooms and maximum occupancy	Tick (✓) if req'd	Hire fee	
Hall		£35 p/h	
Meeting Room 1		£10 p/h	
Meeting Room 2 / Training room		£10 p/h	
Annex training room		£20 p/h	
Kitchen in Main Hall (if using cooker)		£	
PA System/projector/flipchart stand		£10	
Refreshments/Bufferet	Please detail below		
TOTAL ROOM HIRE	£		50% deposit to secure booking
			£

AGREEMENT: The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers. ALCOHOL IS NOT PERMITTED ON THE GROUNDS OF ANY OF THE FRIENDSHIP CAFE'S SITES (Including Buildings and car parks)

Any other requirements: (e.g. catering needs, etc)

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Hirer's Signature: _____	Print name: _____	Date: _____
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Deposit received:	/ /	Invoice sent	/ /
Final payment received	/ /		

NOTES

Official Use Only

Standard Conditions of Hire

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1. Definitions:

- a) "The booking" means the reservation by the customer of meeting rooms for certain dates

2. Bookings

- a) Upon receipt of an enquiry the Friendship Cafe will make a provisional booking as requested and will send a Booking Form detailing the agreed price and the relevant deposits that are required. The return of the booking form, duly signed, will bind the Customer to these Terms and Conditions.
- b) The Booking will remain as provisional until the return by the Customer of the signed Booking Form and the clearance of any deposit requested. If the signed booking form and relevant deposits are not returned to the Friendship Cafe within fourteen days of issue, the provisional booking will lapse and reserves the right to re-book the facilities with another party.

3. Payment

- a) A deposit of 50% of the total cost is required for bookings up to 12 months ahead. The deposit paid is non-refundable and non-transferable.
- b) Should any damage be incurred then this will be detailed and invoiced to the customer within 14 days of the event.
- c) Payment of the remaining amount shall be made by the customer with payment to have cleared within one calendar month of the event (up to and including the day of the event).
- d) Payment should be made by cash or cheque or BACS transfer to 'The Friendship Café' sort code 08-92-99, account no. 65081909 (Cheques to be made payable to: The Friendship Cafe).

4. Cancellation by the customer

- a) Should the customer need to cancel the booking then the 50% deposit will be forfeit.
- b) The time scale and the amount payable for any cancellation are shown in the following table:

Cancellation occurs	Percentage of total cost payable
1 – 3 months prior to the event	50%
1 - 4 weeks prior to the event	90%
Less than 1 week prior to the event	100%

5. General conditions:

- a. The Hirer shall sign the booking and hiring agreement and agree to be bound by its conditions.
- b. The Hirer is the person responsible for the activities of those attending the event / activity.
- c. The event / activity must comply with Health & Safety and Fire safety requirements.
- d. The Hirer shall, during the period of the hiring, be responsible for:
 - a) the supervision of those areas that are being used
 - b) any damage that is incurred
 - c) the behaviour of all persons using the premises whatever their capacity.

6. Fire Safety:

- a. The Hirer **must** ensure that all users are aware of the fire exits and the external place of assembly in the event of a fire and that all exits are clear of obstructions at all times.

7. Use of premises

The Hirer must not:

- a. use the premises for any purpose other than that described in the Hiring Agreement.
- b. allow the premises to be used for any unlawful purpose or in any unlawful way.
- c. allow the consumption of alcohol to anyone.

9. Gambling, betting and lotteries

- a. Gambling, betting and lotteries are not permitted on the site.

10. Insurance and indemnity

- a. The Hirer will be liable for the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof and the contents of the premises.
- b. A Hirer who charges for entrance must provide their own public liability insurance cover and indemnify the Friendship Cafe for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during the period of the hiring as a result of an act or an omission to act on the part of the hirer.

- c. No responsibility will be accepted by the Friendship Cafe for any loss or damage to property belonging to any person attending any function organised by the hirer howsoever such loss or damage occurs.

11. Noise

- a. The Hirer must ensure that the minimum of noise is made on arrival and departure, particularly late in the evening.
- b. The Hirer must ensure that music and any other noise is kept to a reasonable level and does not disturb neighbours. It is important that this is observed as claims could be brought against a hirer for damage to the hearing of both those using the hall and the Friendship Cafe staff if music, in particular, is too loud.

12. Dangerous and unsuitable performances

- a. Performances that involve danger to the public or are of a sexually explicit nature **are not permitted.**

13. Opening and closing the Friendship Cafe

1. A member of staff or volunteer from the Friendship Cafe will open and close the building. Please ensure that you have booked enough time to prepare and clear the room for your event.
2. Please do not arrive earlier than the agreed time of access.

14. Outside Caterers

- a. Will not have access to the kitchen before the start of the hire period.
- b. **Must remove** all their equipment and **any waste food from the Centre at the end of the hire period.**
- c. Are responsible for bringing their own tea towels etc.
- d. **Must** leave the kitchen and the equipment in it clean and tidy and ready for the next user.
- e. Any adjustments to the above points **MUST** be with the prior agreement of the Friendship Cafe Office.
- f. **Must be insured against any claims arising from their prepared food and any third party claims.**

15. Guests

- a. Guests **must** vacate the premises promptly at the end the period.
- b. The building must be vacated by 10pm.

16. Tables and chairs

- a. Chairs are stored on moveable trolleys. The trolleys are heavy and can easily damage our walls and door frames if used carelessly. **Please move them around with care.**
- b. Tables should be lifted and moved by two people rather than one.
- c. At the end of an event please leave the trolleys (stacked with chairs) and the tables against a wall

17. Consideration for others

- a. Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.
- b. Please do not use drawing pins or sellotape on the walls or other surfaces. Use blue-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.
- c. Please leave the Centre clean and tidy and take any waste home. **In particular we ask you to ensure that table tops are wiped clean before being stacked.**

18. The Hiring Period

- a. The hirer **must** ensure that the period booked includes sufficient time for setting up and clearing away after the event and that the premises are vacated on time.