

ROOM HIRE

BOOKING FORM





Room Hire Application Form

PLEASE FILL OUT THE FORM IN CAPS



Organisation Name			
Applicants Name			
Address			
Postcode			
Email			
Contact Number			
Proposed Usage			
Proposed Team No.s			
Hire Area	Market Hall	Community Room	Board Room
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dates of Use	From _____	To _____	
Times of Use	From _____	To _____	
Equipment	Data Projector (with Screen) <input type="checkbox"/> £50	Flip Chart <input type="checkbox"/> £5	Projection Screens <input type="checkbox"/> £10
			Sound System <input type="checkbox"/> £50
Catering	No. of Persons		Service Time
	Tea/Coffee/Scones	_____	_____
	Tea/Coffee/Biscuits	_____	_____
	Sandwiches	_____	_____
Please make us aware of any dietary requirements. Catering numbers must be confirmed 3 days in advance.			

Declaration

I wish to book the above rooms at Millennium Court. I would confirm receiving a copy of the terms and conditions of hire which I have read and accept including the hire charge(s) applicable, if the booking is confirmed. I would also state that I am over 18 years of age and have authority to sign the application form on behalf of the organisation named above.

Name: _____

Signature: _____

Date: _____

This Booking will only be confirmed when an application form has been completed and insurance documentation confirmed, signed, returned with deposit and accepted by the booking officer, within 10 working days of making the booking. Millennium Court is fully accessible however please advise us if you need and special assistance

Terms and Conditions of Use

1. Bookings

The applicant booking the facility must be over 18 years of age. The booking is only confirmed when the application form has been completed, signed, returned to and accepted by the booking officer, Insurance documentation submitted and deposit paid.

The organisation and the organiser whose name appears on the application form shall be deemed to be the hirer and shall be responsible for compliance with all the rules, regulations or requirements, made or laid down from time to time by management in respect of the use of the premises and shall be deemed to be the responsible person nominated to be in charge of the premises during any event for which the premises are hired to him/her

2. Hirer Status

The hourly rates shown apply to the person and organisation named on the form. The hirer shall not without prior consent from Millennium Court in writing hire the property for any purpose other than that stated in the application for hire. The hirer shall not sub-let the hired rooms.

3. Hours of use

The hire charges quoted related to times of the hire duration declared at the time of booking. Room usage which continues beyond these times will incur additional charges.

4. All exits, passages, corridors, lobbies and external passageways must be kept clear and free from obstructions at all times.

5. The hirer shall ensure that the number of persons to be admitted to the premises does not exceed the capacity of the premises as booked by the hirer

6. Deposits

- (a) A deposit of 25% is required when booking. The remaining balance to be paid on day of booking. Payments can be made by cash or BACS.
- (b) An additional fee of £50 will be charged if the room is not left in the same state as at the commencement of hire period, or is deemed, by the Millennium Court management team to be in an unfit state for our next booking.

7. Cancellation Policy

Cancellation fees are charged if booking is cancelled without adequate notice:

- » Cancelled with 7 days – no charge
- » Cancelled less than 7 days – 25% of hire charges.
- » Cancelled with 24-72 hours' notice – 50% hire charges, plus catering costs, deposit included.
- » Cancelled less than 24 hours' notice – 100% of hire charges plus catering costs, deposit included.

All Cancellations must be confirmed in writing.

8. The Hirer shall take reasonable precautions to ensure that no damage occurs to the property or equipment of Millennium Court or its employees. Furniture and equipment provided should be used only for the purpose for which it was designed, in the event of any damage occurring Millennium Court reserve the right to render the hirer liable for the replacement or repair of any or all property damaged.

9. All approvals are subject to cancellation without notice (this right will, not however, be exercised unless absolutely necessary) and where necessary every effort will be made to ensure that as much notice as possible is given. Millennium Court accept no responsibility for any loss sustained by the hirer as a result of the cancellation of any booking by Millennium Court.

10. Millennium Court does not accept responsibility for damage or loss of property belonging to the hirer whilst on the premises. The hirer will be required to produce evidence of having obtained public liability insurance cover to a level of £1 Million. Millennium Court does not accept any responsibility for the injury, damage or loss howsoever caused to any persons or in respect of any articles or goods bought on to the premises by the hirer or any other person.

11. Restrictions

All hirers personal electrical equipment must be PAT Tested before use at Millennium Court

12. The Management reserve the right to refuse entry and to ask person(s) to leave in the interest of security or on other grounds.

13. Millennium Court reserve the right to refuse any application for the hire of any part of the building.

14. Data Protection Act

The details of the hirer or, where different, the client will be held by Millennium Court on its computer database for use by its accounts department for maintaining proper records. It will not be passed onto any third parties.

15. Catering numbers must be confirmed three days in advance, this is the minimum number that will be charged.

16. Risk Assessment

A generic risk assessment for the use of the rooms is available please get in contact for a copy.

17. All accidents/incidents are to be reported to the duty staff immediately.

18. Pandemic

While we can recommend suitable spaces for different types of meeting, the hirer is ultimately responsible for the final say in which space they deem suitable for their delegates safety in terms of social distancing. The hirer is responsible for adhering to the governments guidelines and their own risk assessment in relation to the pandemic.

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millennium
court.co.uk

