



## Booking Form & Conditions of Hire

<u>Booking Details</u>		
<b>Hirer Details;</b>		
Name		
Organisation / Group name <i>(if applicable)</i>		
Postal Address		
Contact Telephone No.		
Contact Telephone No. during hire		
Email address		
<b>Booking Requirements;</b>		
Purpose of hire		
Date/s required		
Time required	<i>(Start Time)</i>	<i>(Finish Time)</i>
Time of Access <i>(Access time for preparation &amp; clearing up time if different from above)</i>	<i>(Preparation Access)</i>	<i>(Clearing-up)</i>
Approximate number of people attending		
Approximate age range of attendees		
<b>Payment Details;</b>		
Total amount due		

**Bank transfer details;**

Account name: Messingham Parish Council

Sort Code: 05-07-52

Account Number: 28468009

Reference: Community Hub

**Cheque:** payable to Messingham Parish Council

**Cash:** only accepted by prior agreement with the Clerk to the Parish Council

**Terms**

The Hirer agrees to observe and perform the conditions contained or referred to in the attached Conditions of Hire.

Messingham Parish Council permits the Hirer to use Messingham Community Hub for the purpose of hiring and for the times described above, subject to the Hiring Fee being paid and the Conditions of Hire being observed and performed.

**I confirm that I have read and understood the Conditions of Hire and agree to abide to them whilst using the premises.**

Signature	
Print Name	
Date	

**The booking is not secured until the form is completed and returned with the agreed payment. Completed forms to be returned to the Clerk of the Parish Council either by email or post;**

Tracey Black, Black Bank Farm, Black Bank, Susworth, Scunthorpe, North Lincolnshire, DN17 3AX  
Email: [clerk@messinghamparishcouncil.co.uk](mailto:clerk@messinghamparishcouncil.co.uk)  
Telephone: 07397 571469

**For office use only**

Date Booking Form Received	Date of Booking/s	Booking Fee	Amount / Date received	Date Booking Confirmed	Booking Reference

**MESSINGHAM PARISH COUNCIL**



## **MESSINGHAM COMMUNITY HUB – CONDITIONS OF HIRE**

*For the purpose of these conditions, the term HIRER shall mean an individual Hirer or, where the Hirer is an organisation, the authorised representative. The Hirer shall not be a person under the age of 18 years of age.*

1. All bookings will be confirmed on receipt of the completed booking form and payment. The full amount payable must be paid at the time of submitting the booking form unless Messingham Parish Council has agreed otherwise. Verbal bookings are not valid until a Booking form is received and confirmed.
2. Acceptance of a booking implies the use of the Community Hub only for the purpose, times and by the Hirer as agreed on the Booking form.
3. The Hirer shall not use the premises for any unlawful or disreputable purpose.
4. The Hirer shall, during the period of hire, be responsible for the supervision of the premises; the fabric and the contents from damage; the behaviour of all persons using the premises. The Hirer accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions under this Agreement are met.
5. The Hirer will indemnify Messingham Parish Council against any claim, cost, loss or damage arising out of the Hirer's use or the actions of any person in the premises for the Hirer's purpose or allowed into the premises by the Hirer, or arising from any breach of this agreement. Any damage, loss or incident must be reported to the Parish Clerk as soon as possible and made good or replaced as agreed with the Parish Council.
6. The Hirer shall be responsible for liability for injury to persons as a result of the hiring and is advised to arrange appropriate insurance cover.
7. Messingham Parish Council does not accept responsibility for loss of or damage to the Hirer's effects during the time of hire or for articles left on the premises. Any equipment belonging to a regular hirer requiring storage must be agreed with Messingham Parish Council in advance.
8. The Hirer shall not bring into the premises anything which may endanger the premises, their users, or insurance policies relating thereto. The Hirer shall ensure that any equipment / appliances brought into the premises and used, shall be safe and in good working order and used in a safe manner.
9. The Hirer is responsible for all matters relating to health and safety arising out of their activities and is responsible for the risk assessment of their activities.
10. The Hirer is responsible for making adequate arrangements to administer First Aid. A First Aid kit is located in the kitchen area.
11. In the event of an accident in the Community Hub this must be recorded in the accident book located in the Health & Safety folder and reported immediately to the Clerk to the Parish Council.
12. The Hirer must comply with all fire, safety, security and other regulations displayed by the Community Hub, and with all directions given by the Hub. The Hirer will immediately notify the Clerk to the Parish Council if they become aware of any risk to health, safety or security within the premises.
13. Smoking and the use of naked flames is prohibited on the premises.

14. It is the responsibility of the Hirer to ensure that all people present are aware of the fire procedures, a copy is located in the Fire Safety folder;

Fire extinguishers are provided at various points in the Community Hub but should only be used if trained. Two alarm call points are provided, one in the main room adjacent the automatic entrance door, and one in the kitchen adjacent the rear door, which should be activated if possible to warn people to evacuate the premises. The main entrance door and rear kitchen door should be used as evacuation points. The Fire Brigade must be called by dialing 999 and the premises evacuated. The assembly point is located in the rear car park. Do not stop to collect personal belongings. Do not return to the Hub until the Fire Brigade advise that it is safe to do so.

An emergency lighting system is provided and this will come on automatically in the event of a failure of the general lighting.

**RAISE ALARM – DIAL 999 – EVACUATE.**

15. The Hirer shall be responsible for obtaining any licenses necessary in connection with the booking .
16. Persons using the Car Park at the rear of the Community Hub do so at their own risk. Messingham Parish Council will not be liable for any damage, accident or loss. unless negligence on the part of the Parish Council can be proven.
17. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
18. The Community Hub will not be available to hire beyond 21:00 hours and the building must be vacated by 21:30 hours.
19. Hirers must ensure that neither they, their activity or any other person in the premises for their purposes, causes any noise or other nuisance or annoyance to any other user of the premises and / or neighboring properties.
20. The Hirer is responsible for leaving the premises clean and tidy, and returning all furniture to the position it was in at the commencement of the booking. A wheelie bin is located at the rear of the building where rubbish can be placed. Messingham Parish Council reserves the right to charge the Hirer for additional costs of cleaning.
21. Regular hirers will be responsible for following the separate exit and entry procedures.
22. The Hirer shall not sub-hire the premises or allow any other person to use the premises.
23. The Hirer shall ensure that care is taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour is not permitted whether on the premises or in the immediate vicinity. Alcohol shall not be served to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way will be asked to leave the premises. No illegal drugs are to be brought onto the premises.
24. During private hire, the Hirer must ensure that they only permit entry into the Hub, those people attending for the Hirer's purposes.
25. Messingham Parish Council regards the safe care and protection of children to be of the utmost concern. Groups that hire the premises are expected to share this concern and make appropriate provision for children in their care. Children must be under Adult supervision at all times.

26. The right is reserved for the Clerk to Messingham Parish Council or an appointed member of the Parish Council to enter the building at any time during the period of hire to ensure the Conditions of Hire are being observed.
27. Messingham Parish Council may at any time ask any person to leave the premises if there is or may be a breach of these rules, or if any behavior is deemed inappropriate.
28. Messingham Parish Council can refuse to hire the Community Hub if it is considered the Hirer or their invitees do not comply with the Community Hub's purpose, aims and values.
29. Messingham Parish Council reserves the right to cancel or change a booking at any time if it cannot make the premises available for reasons beyond its control, or because of any reasonable concern about the Hirer or their use of the premises. A full refund will be given in such circumstances.
30. Messingham Parish Council shall not be liable to the Hirer for any loss damage or expenses caused by reason of any cancellation, breakdown of equipment, cessation or interruption of any services or supply, or interruption or curtailment of use of the premises.
31. Termination by Messingham Parish Council of regular bookings will be given one month's written notice.
32. Cancellations or changes by the Hirer must be made in writing or by email to [clerk@messinghamparishcouncil.co.uk](mailto:clerk@messinghamparishcouncil.co.uk).
33. The Hirer shall conform to the prevailing Government Regulations and Guidance relating to Covid19.