



INVOICE NO .....

NAME OF FACILITY ..... SECTION .....

ADDRESS .....

..... Tel No: .....

Completed by : ..... Signature : .....

**CUSTOMER DETAILS (PERSON RESPONSIBLE FOR EVENT/EQUIPMENT HIRE)**

Name : .....

Address : .....

.....

On behalf of : .....

Phone (DAY): ..... Evening: .....

**The hirer should be on the premise or available/contactable for the duration of the booking.**

**DETAILS OF HIRE**

Dates of Hire : .....

Purpose ..... No's attending ..... Scale .....

Rooms /Equip/Items ..... Max No's ..... From ..... To ..... Cost .....

.....

.....

.....

**It is the hirer's responsibility to ensure that numbers are not exceeded**

*All details entered on this form will be treated as confidential and will only be used in the context of the form.*

*Your name and address will not be passed on to any third parties without obtaining your further consent.*

**PRIVATE HIRE**

Will there be a licensed bar YES/NO      See over page Re :- Audio equipment YES/NO      See over page Re :- Other equipment YES/NO

Name of Licence Holder : .....

Bar fee if applicable      £ .....      Paid .....      (receipt no.)

25 % Deposit required      £ .....      Paid .....      (receipt no.)

Balance Due      £ .....      Paid .....      (receipt no.)

Refuse charge      £ .....      Total cost .....      (receipt no.)

I agree to the above schedule and rites of hire on behalf of

.....

I have read and agree to the conditions of hire as stated on the back on this form and have received information in regard to fire evacuation.

Customer's signature ..... Date .....

## **CONDITIONS OF HIRE**

### **PAYMENTS AND NOTICE OF CANCELLATION – PRIVATE HIRE**

A minimum 25% deposit is required to secure any booking. The balance of payments must be paid at least 14 days prior to the event. BLM reserved the right to cancel any booking and retain the deposit if the balance is not paid by this time. Refunds of any payment in regard to the booking will only be paid if 14 days notice of cancellation is given.

Any booking arranged less than 14 days must be paid for in full at the same time of booking.

### **SERIES LETS – PAYMENTS & BOOKINGS**

Booking will be accepted for a maximum 3 month period. Subsequent bookings will only be accepted if amounts owing from the previous 3 months have been paid.

### **USE OF PREMISES AND MAXIMUM PERMITTED NUMBERS**

The premises can only be used for the purpose specified at the time of booking. It shall be the responsibility of the hirer in consultation with the Premises Manager or representative, to make sure that the premises is suitable for the purpose for which it is hired. The hirer will be responsible for the management of the event and will also be responsible for any costs associated with damage or loss.

The premise manager or their representative shall have the right to refuse or stop any activity which contravenes the BLM's Equal Opportunities Policy.

Hirers must take out adequate insurance with a reputable company to cover the activities being undertaken, and, if required by the Premises Manager, or their representative, must provide a copy of the policy and a receipt for the premium.

In the event of the hirer exceeding the maximum permitted number using the premises, BLM reserves the right to terminate the letting and remove all persons from the premises.

The hirer is responsible for leaving the premises in a condition that is satisfactory to the Premises Manager or their representative.

### **ASSIGNMENT**

The hirer shall not assign sub let or part with possession of the benefit of this license.

### **CONDITIONS WHEN HIRING EQUIPMENT**

All equipment must only be used for the purpose specified. The hirer must ensure that only competent persons operate the equipment.

Any equipment hired/borrowed from BLM should be resumed by the specified time and in the same condition as it was when it was collected, if you are unable to return the equipment on time or it has been damaged, defective or stolen you must contact the BLM as soon as possible.

### **EQUIPMENT BROUGHT INTO FACILITIES**

The hirer must seek agreement from BLM for any equipment they intend to bring onto the premises for their own use. The hirer must ensure that the equipment is adequately supervised and is used for the correct purposes, is in a good state of repair and has had all necessary safety checks, particularly in regard to electrical equipment. The hirer must also have an adequate insurance cover for the use of personal equipment on BLM premises, the documentation must be seen by the manager of the facility or their representative.

**LOSS INJURY DAMAGE CLAUSE**

It shall be the responsibility of the hirer to pay BLM the cost of making good any loss or damage caused to the premises, furniture, fittings or equipment as a result of the hiring.

**RADIO/TV BROADCASTS – PERFORMANCE RIGHTS**

The Hirer shall not, without the approval of BLM, arrange or permit any radio TV broadcasts from the premises or the taking of any performance intended for any display on television.

**ENTERTAINMENT LICENCES**

The hirer shall be responsible for complying with the conditions of any requirements for any public display.

**INTOXICANTS**

No intoxicants shall be sold or consumed on the premises.

**HEALTH AND SAFETY**

In the interest of Health and Safety all hirers are required to cooperate with both staff and other users. The activity will only be allowed to go ahead when all Fire Exits are completely clear. Guests/Users must be made aware of the evacuation procedure; a copy will be issued to the user, by BLM. Noise must be kept at an acceptable level, if the hirer refuses to reduce the noise level, the activity will be terminated immediately.

To comply with COSHH (Control of Substances Hazardous to Health) regulations the Centre staff must be aware, and have agreed in advance to the bringing in of any substances by the hirer. The facility reserves the right to refuse any substances that in their opinion could cause a hazard or danger to the facility or users.

I have read and agree with the above conditions of hire.

Signed ..... Date .....