

ROOM HIRE - BOOKING FORM

The Orchard, Gleneagles Court

Return completed form to Premises, CCVS, The Orchard, 1-2 Gleneagles Court, Brighton Road,
Crawley, RH10 6AD

or email to: premises@crawleycvvs.org

Organisation

Hirer's Name & Tel No.

Hirer's Address

Date(s) & Time Req'd

Event Name & Purpose

Room Required Longley Whittick

Other Facilities (chargeable) Internet Projector
(Please tick)

Max Number of Persons

I have read and agree to abide by Conditions of Hire attached

Signed

Date / /201

(On behalf of the Organisation named above)

CONFIRMATION (for CCVS office use only)

Name of Organisation:

Date(s) and Time(s) req'd

Room/Equipment booked

NB: This booking remains unconfirmed until this form is completed and signed by or on behalf of the hirer and returned to CCVS. Confirmation will be issued either by post, email or telephone

CRAWLEY COMMUNITY & VOLUNTARY SERVICE

CONDITIONS OF ROOM AND HOT DESK HIRE

**The Longley and Whittick Rooms at The Orchard, Gleneagles Court, Brighton Road, Crawley
RH10 6AD**

Applications for hire must be made on an official booking form. The person by who signs the form must be over 18 years of age and shall be deemed to be the hirer and must remain on the premises for the duration of the hire period. CCVS reserves the right to refuse any application for any reason at the discretion of CCVS. The booking will be deemed provisional until confirmed in writing by CCVS. A purchase order number should be quoted where applicable. The Orchard address may not be used as a mailing or registered address. **All applications are treated as first come first served where possible.**

Bookings are accepted on condition that the hirer accepts the Standard Conditions of Hire set out in this document. Any breach of these conditions may lead to future bookings being refused or cancelled. Preparation for meetings, (i.e. room or equipment set up) must take place during the agreed hiring period and not before that time begins. Likewise the room or desk must be vacated by the agreed time for the end of the session so as not to interfere with any scheduled booking that may follow.

Hire charge - The schedule of hiring rates will be reviewed annually, the rates will be set according the type of organisation. The current rates are displayed on CCVS website, in CCVS reception area or available on request.

A session is normally defined as all or part of the following time slots for room hire;

Morning: 09.00 to 13.00, Afternoon: 13.00 to 17.00, Evening 17.00 to 21.00. Evening Sessions may be extended to finish at 22.00 (at extra cost) by prior arrangement with Premises & Reception Officer.

Payment is due at the time of application unless otherwise agreed by CCVS. Cheques should be made payable to CCVS and sent to:

Finance Officer, Crawley CVS, 1-2 Gleneagles Court, Brighton Road, Crawley, West-Sussex, RH10-6AD.

Referee - A new hirer may be asked for suitable references before using the premises. Payment in advance of the room booking will also be required for the first three bookings.

Cancellation - In the event of cancellation or where changes to a confirmed booking arise then an administration charge of £5 may be made. If less than seven (7) days notice of cancellation is given the hirer will be liable for 50% of the hire charges unless the facility is re-let.

Use of Premises – (What the intent of room usage or hot desk is going to be) must be confirmed to CCVS when completing the booking form. Rooms may only be used by organisations and not individuals.

Health & Safety - The hirer will comply with all aspects of the CCVS Health and Safety Policy a copy of which is available on request. First aid boxes are located in the kitchenette. It is the responsibility of the hirer to ensure that their own first aider is on site. Registers are available outside each room and should be completed at the start of each room booking so the hirer is aware of the number of people in the room in case of a building evacuation.

Responsibility - The hirer accepts that CCVS accepts no responsibility for injury or loss to person or property arising from the use of the premises apart from such injury which arises out of CCVS's responsibility for maintenance. The User will keep CCVS indemnified against any claims for which CCVS may not be responsible.

Public Liability Insurance - If the hirer does not have PL Insurance, they should inform CCVS at the time of booking.

Keys – For access to The Orchard outside 9am - 4pm Monday to Friday, a code is required to access the front doors. This code will be confirmed to new groups on receipt of payment and to existing groups at the time of booking. If the booking is for a group that has used The Orchard before, they will be asked to confirm the door entry code that they hold and CCVS staff will verify if this is correct. If the room booking is for a weekend, the group should also collect the key for the main door to the building. The key should be collected between 9am – 4pm Monday – Friday. If keys have not been collected within these times CCVS will not be held responsible for any obstruction to room hire usage or effects thereafter. Once issued all keys become the responsibility of the Hirer and after use the Hirer must return keys to CCVS Premises Officer's office at 1 – 2 Gleneagles Court at the time and date agreed when signing the Room Hire Booking Form. Late return or lost keys will be charged, currently £25.

Security - The Hirer is responsible for ensuring that all security protocols are followed at all times, failure to comply may result in termination of further bookings and usage. Responsible hirers may be liable for any damage or loss of equipment and property anywhere in The Orchard through any breach of the security protocols. CCVS also reserves the right to hold any monies if a breach of security arises to cover the cost of possible repair or damage:

- All windows of rooms used are to be fully closed and locked before vacating the room/building.
- No internal/external doors are to be wedged open at any times during room hire.
- All lights in rooms used are to be turned off and all blinds closed before vacating the room/building.
- No items of any kind are to at any time block fire exits, stairwells and corridors within the entire building.
- The premises is to be secured on departure. If the booking is at the weekend, this will include locking the mortice lock on the external security door unless it was agreed at the time of booking that this would be undertaken by CCVS representatives.

Kitchen - hot water is provided, small amounts of cutlery and crockery are available, the kitchen should not be used for the preparation of food. Hirers should provide their own refreshments and ensure that any crockery and cutlery is washed up and returned to the kitchen.

Breakages - must be reported to the CCVS office within 24 hours. Hirers undertake to indemnify CCVS for any damage - however caused - arising during or in respect of the period of Hire.

Cleanliness and Tidiness - Hirers are advised that furniture in rooms should be left in the same format as upon arrival. Rooms and any kitchen equipment or appliances are to be left in safe, clean and tidy conditions. Any misuse or costs incurred by CCVS in rectifying damage or lack of cleaning/tidying by the hirer may be charged to the hirer.

- Rooms that require additional cleaning due to food consumption (trodden in food) may result in specialist cleaning, the cost of which may be charged to the hirer.
- A flat rate of £5.00 may be added to your bill (per room session) if the rooms and furniture are not reset to the standard fixed layout, a copy of this is displayed in each room.

Gambling in any form is not permitted

Performing rights - Hirers must comply with current regulations on use of copyright music or materials. The hirer must ensure that they obtain any necessary licences for the use of any pre-recorded sound or video materials and will take full responsibility for any claims arising from the use of such materials.

Alcohol - In line with current legislation, the supply or sale of alcohol is not permitted.

Smoking - In line with current legislation, smoking is only permitted in the outside smoking area.

Car Parking – The Orchard car park is strictly for permit holders only. The hirer is granted one parking space (subject to availability) and will be issued with a temporary parking permit. Requests for additional temporary parking permits should be submitted to CCVS who will endeavour to accommodate vehicles if spaces are available.

Portable Electrical Equipment - The hirer should ensure that any portable electrical equipment brought onto the premises conforms to British Standards and holds a current PAT certificate.

Special Equipment - The use of special equipment or equipment of an unusual nature such as mechanical fitness and/or beauty treatment products is not permitted except by prior written approval.

Hirers Own Equipment - The hirer may not leave any of their own equipment on the premises prior to or after an event. All the Hirers equipment must be removed on completion of the activity.

Neighbours - Out of respect to those people who work at Gleneagles Court, other users, and our neighbours we expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises.

Children - under the age of 16 may only be on the premises when under the direct supervision of an adult who may be:

- a) The parent or guardian
- b) An appointed Leader
- c) A person over 18 acting *in loco parentis* for the Parent

Where the premises are to be used by children, the User agrees to comply with the latest Sussex child protection and safeguarding procedures as detailed on WSCC website.

Authority - Those using the premises must abide by the instructions of CCVS staff or any person appointed by CCVS as being responsible for the premises.

Emergency Call out - Emergency contact numbers are displayed on the reception desk. Call outs for any reason other than In the case of fire, flood or break-in will result in a £100 call-out charge.