



The Old Bank Camelford
Hire Agreement & Booking Form

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Organisation / Name:

Address:

Email:

Contact No:

One Off Booking

Date Required:

Session Required: AM/PM/Evening

Area required: Large Room/Small Room/First Floor Room (Please delete as appropriate)

Will you require access to the kitchen? Yes/No (Please delete as appropriate)

Cost:

Regular Booking

Day of the month required (i.e. 1st Monday or 2nd & 4th Mondays):

Session Required: AM/PM/Evening

Area Required: Large Room/Small Room/First Floor Room (Please delete as appropriate)



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Will you require access to the kitchen? Yes/No (Please delete as required)

I have read and accepted the terms & conditions of hire below:

Signed:

Name:

Date:



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Terms & Conditions of Hire

Please read these carefully before signing

The OB will be opened by a trustee or authorized volunteer (AV) unless agreed otherwise.

The OB is let on the understanding that any trustee or AV has the right of entry at any time to the area hired.

The OB can only be hired by someone over the age of 18.

The OB is hired by the session: AM 9am-12noon, PM 1pm-5pm, Evening 7pm-11pm

Room Rates: Small Room/First Floor Room - Charity/Community Use £5 per session, Commercial use £10 per session. Large Room - Charity/Community Use £10 per session Commercial use £20 per session. Use of Kitchen: £5 per session.

The session times booked must be adhered to at all times run over may incur further.

Should the trustee or AV that opens the OB before the booked hire commences be of the opinion that it might prove of an objectionable & undesirable character, they have the power to cancel the booking, return the hire fees and not be liable to pay any compensation.

A security bond of £50 may be payable at time of booking (at the OB's discretion), this will be held and refunded on satisfactory inspection of the area used after the event.

Please leave the area hired in a clean, neat & tidy condition. A vacuum cleaner is available for the hirers use. Please take your rubbish away with you.

All catering & drink requirements will be supplied by the OB unless specifically agreed in advance.

Damage: the hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lots or damaged, or for a deep clean of the area in the event that unnecessary mess is caused. In the event of this the security bond, if applied, may be held back to cover the costs.

Conduct: the hirer will be responsible for the proper conduct of all persons using the OB.

Loss of Property: The OB is not responsible nor liable for any damage or loss of property for items that are placed or left upon the premises whilst the OB is being hired.

Fire: the hirer should make themselves familiar with the fire evacuation procedure and know where the fire escapes are and to walk the route prior to the event.

Indemnity: the hirer shall indemnify the OB against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon OB property or arise from an accident whilst at the premises or in respect to any loss or damage suffered or sustained by any person.

Gambling of any kind is prohibited.

Child Protection: all groups working with young people are to have their own insurances and staff checks and safeguarding procedures in place. The OB takes no responsibility for these.

Data Protection: The OB will keep hirer details for 12 months from the hire date to be extended in the event of any dispute until such dispute is resolved.



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Date Adopted: _____

Date to be reviewed: _____

