TANTERTON VILLAGE CENTRE LTD BOOKING FORM AND TERMS AND

CONDITIONS

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| --- | --- | --- | --- |
| NAME |  | ADDRESS |  |
| TEL NO |  |  |  |
| DATE  REQUIRED |  | TIME  REQUIRED | FROM TO |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| MAIN HALL | |  | KITCHEN | |  | CAFE |  |
| Please tick as appropriate | |  | | |  | | | | |
|  | | PURPOSE | | | HIRE FEE ( NON REFUNDABLE DEPOSIT TO BE PAID UPON BOOKING) | | | | |
|  | |  | | |  | | | | |

STANDARD CONDITIONS OF HIRE:

The HIRER is not permitted to use the Cooker or have use of a bouncy castle within the Centre unless **£10** for each item used has been paid for the extra Energy usage.

The HIRER shall pay the Full Hire Fee two weeks in advance of the hiring and a **£10** refundable deposit will be given after completion of the room hire.

The HIRER will during the period of hiring be responsible for the supervision of the premises, the fabric and contents, their care and safety from damage however slight and of any sort and the behavior of all persons using the premises whatever their capacity including proper supervision of car parking arrangements. If any damage is caused the HIRER will be responsible for covering the costs of any damage to be corrected or damaged items to be replaced.

The HIRER shall he responsible for leaving the premises and surrounds in a clean and tidy condition. All areas used by the hirer including toilet facilities must be left in the condition that they were at the start of the hire.

The HIRER should appoint a responsible adult to ensure that everyone leaves the Centre safely in the event of an emergency. Emergency exits must not be restricted in any way and doors should not be wedged open or held open by any other means. Firefighting equipment should not be tampered with and access for emergency services must not be restricted. Should a fire be detected then fire and rescue services must be called.

The HIRER shall not sublet or use the premises for any unlawful activity nor bring into the premises anything which might endanger the same.

The HIRER shall indemnify TVC Ltd for the cost of repair or reinstatement of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur as a result of the hiring. Any costs arising from this condition shall be invoiced to the HIRER for immediate payment.

The HIRER shall in no circumstances permit the consumption of intoxicating liquor, drugs or smoking on the premises.

The HIRER shall provide to TVC Ltd a copy of any Public Liability Insurance Policy that they hold and must themselves ensure all risk assessments are undertaken in connection with their own activity

The HIRER (other than private functions) shall provide a copy of their own Protection Policy where activities involve children or vulnerable adults. The HIRER will be responsible for providing adequate staff for the supervision, running and security of the function/activity held.

The HIRER is responsible for complying with all legislation relating to their function/activity

TVC Ltd SHALL NOT be liable for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled nor shall it be responsible for any damage or loss by fire, theft or from any other cause, to any or other belongings brought into the building for sale exhibition or for any other purpose.

The HIRER is responsible for fully securing the premises, turning off lights, setting alarms, switching off boilers etc and returning keys should the Hirer where the Hirer takes responsibility for opening/closing the centre.

The HIRER will be held responsible if using the projector to ensure only age appropriate content is shown.

I/We agree to be bound by the Conditions of Hire as set out above, which I/we have read, and to pay such additional costs as may arise from my/our   
use of the premises under these conditions.

SIGNATURE