Function Room Requirements & Room Hire Agreement

All rooms are priced inclusive of VAT

Kemey’s Room £38 per hour (£30 for community groups)

The Crow’s Nest £19 per hour (£15 for community groups)

The Morgan Room £19 per hour (£15 for community groups)

The Llywelyn Room £19 per hour (£15 for community groups)

|  |  |
| --- | --- |
| Name |  |
| Date of Function |  |
| Contact Number |  |
| Email Address |  |
| Address |  |
| Preferred method of payment (cash, card, invoice?) If Invoice please give name and address if different from above |  |
| Purchase order number if applicable  |  |
| Function Room Name |  |
| Exact number of Guests |  |
| Total |  |

If paying by invoice, please note our bank details are:

HSBC Sort code   40-16-15     Account Number 14031857

We do not accept payment by BACS

Please Complete and Sign The Declaration

The individual and/or organisation detailed below accept the definitions, terms and *conditions of hire as set out in this document.*

SIGNED by or on behalf of the Hirer ………………………….. Date ………………..

Print Name ……………………………….. Group (If applicable) .……………………

SIGNED on behalf Llanrumney Hall Community Trust.........................................

DATE: …………………………..

Print Name: ………………………………. Job Title: …………………………………

*PAYMENT: For bookings made a month before an event takes place a £50 (or 20% off the total cost if the amount for room hire if less than £50) non refundable deposit will be taken. For bookings under a month the full amount must be taken to secure the booking, If paying by invoice the total sum should have cleared two weeks prior to the event starting.*

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For bookings involving children, young people under 18 and vulnerable adults

Child protection statement:

The Hirer accepts full responsibility for ensuring that an appropriate Child Protection Procedure is in place and is observed by all persons on the premises involved with children and young persons under the age of 18 during the course of the event for which the premises have been hired.

SIGNED on behalf of the Hirer ………………………… Date …………………………

Print Name: …………………………… Group (if applicable) ………………...

SPECIAL CONDITIONS – please complete after discussion with Centre staff

 **PLEASE RETURN**

**LLANRUMNEY HALL PREMISES TERMS AND CONDITIONS OF HIRE**

1. BOOKING: All booking applications must be in writing on the booking form provided. The person signing this form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form. For bookings made a month before an event takes place a £50 (or 20% off the total cost if the amount for room hire if less than £50) non refundable deposit will be taken. For bookings under a month the full amount must be taken to secure the booking, If paying by invoice the total sum should have cleared two weeks prior to the event starting.
2. There will be a staff presence in the building from 7:30am to 8:00pm Monday to Friday. The centre main entrance will be open between 9am to 5pm Monday to Friday. Access before/after these hours will require the hirer to use the door bell found at the main entrance. If a staff presence is not available access can be granted via a fob provided by the centre manager on a case by case basis.
3. SUPERVISION AND RESPONSIBILITY: The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements so as to avoid danger to members of the public and obstruction of the public highway. Any damage caused is the responsibility of the hirer and will therefore be charged for breakages and other damage.
4. COMPLETION OF HIRE: At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by authorised representatives of Llanrumney Hall Community Trust, and any contents temporarily removed from their usual positions properly replaced. Should this not be complied with Llanrumney Hall Community Trust reserves the right to make an additional charge, which may be deducted from the deposit paid.
5. CHILD PROTECTION: In the event that the hiring involves the attendance of children and young persons under the age of 18 at the premises, the Hirer confirms that there will be in place an appropriate Child Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The Hirer confirms that, when necessary under the terms of the Child Protection Procedure, appropriate DBS checks will be carried out in respect of persons involved with children and young people on the premises during the course of the hiring.
6. PARKING: Car parking space is available at Llanrumney Hall. However parking space cannot be guaranteed for individual use. Llanrumney Hall community Trust reserves the right to ask for any cars related to this hiring to be removed or prevented from parking on site due to funeral or other concurrent or overlapping activities on site.
7. EXCLUSIONS: The Hirer shall not use the premises for any purposes other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.
8. ALCOHOL: These are not licensed premises and no alcohol can be sold thereon without a licence from the local authority. The Hirer should ensure no alcohol is brought onto the premises before, during, and after the activity, unless with prior agreement with the Centre Manager.
9. SMOKING: Smoking is not permitted inside of the building. There is a designated smoking area outside of the building.
10. MUSIC: The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform Llanrumnney Hall Community Trust in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the church premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 8pm
11. PUBLIC SAFETY: The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate’s Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights. The Hirer must produce a current first aid certificate and public liability insurance certificate. Failure to produce current certification will result in the event being cancelled.
12. Where the purpose for which the premises are hired includes dancing, the Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number specified on the application form.
13. EMERGENCIES: In anticipation of an emergency it is the Hirer’s responsibility to ensure that he knows the location of first aid kits, stopcocks, the nearest hospital and the like.
14. DAMAGE: The Hirer shall indemnify Llanrumney Hall Community Trust for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
15. The Hirer shall not interfere in any way with the switchboard, electricity or gas fittings, meter fittings or fixtures on the premises.
16. It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.
17. INSURANCE: The Hirer acknowledges that the loss of any items left unattended is not covered by Llanrumney Hall Community Trust insurance cover.
18. CANCELLATION: If the Hirer wishes to cancel the booking before the date of the event. A full months notice will need to be given for a refund (not including the non-refundable deposit). If notice period is less than a month, a refund can not be granted, and full payment of the room hire will need to be paid.
19. Llanrumney Hall Community Trust reserves the right to cancel this hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election or bye-election in which case the Hirer shall be entitled to a refund of any deposit already paid.
20. Even if the Hirer has a regular booking for the hire of the premises Llanrumney Hall Community Trust reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.
21. In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired Llanrumney Hall Community Trust shall not be liable to the Hirer for any resulting loss or damage whatsoever.
22. ACCESS: The Hirer shall allow any duly authorised officer of Llanrumney Hall Community Trust to access to the premises or any part thereof at all times during the hiring.
23. No emergency exits or lights will be covered or blocked at any time by the hirer.