

Bournemouth Blind Society Hire of The Rooper Memorial Hall

Please complete in block capitals:

Name _____

Address _____

Organisation (if applicable) _____

Tel No _____

On _____

From _____ am/pm to _____ am/pm

For the Purpose of _____

Hire Charge £ _____

50% Booking Deposit (non-refundable) £ _____ Date _____

Balance Due
(to be paid on collection of key) £ _____

Security Deposit (if applicable)
Payable with Balance £ _____

I undertake to abide by the Conditions of Hire attached and agree to pay the charge for the above hire and any other charge payable.

Signed _____

Dated _____



**Bournemouth
Blind Society**

Email: caroline.simmons@bournemouthblindsociety.uk

Charity No 1114570

Company No 5792657

www.bournemouthblindsociety.uk

Bournemouth Blind Society

5 Victoria Park Road
Bournemouth
Dorset BH9 2RB

Tel: 01202 546644

Bournemouth Blind Society
CONDITIONS FOR THE HIRE OF THE ROOPER MEMORIAL HALL,
5 Victoria Park Road, Bournemouth BH9 2RB

1. The Rooper Memorial Hall is owned and managed by Bournemouth Blind Society.
2. The Society reserves the right to accept or decline any booking without giving a reason. No application will be accepted from persons under 18 years of age. The hirer shall not sub-let to any other party.
3. A 50% non-refundable deposit is required on booking, with the balance payable on collection of the key. No booking can be considered firm until the deposit has been paid. A £250 security deposit may also be requested for larger events.
4. When hiring the Rooper Memorial Hall the key must be collected before 3.30pm on the Friday prior to the booking. Please lock the door securely and return the key via the letterbox, at the end of the hire.
5. If the Society has to cancel the booking for reasons beyond its control, its liability will be limited to any hall hire charges already paid by the hirer.
6. **The maximum seating capacity for any event in the Rooper Memorial Hall is 80** and must not be exceeded. The hirer shall be responsible for the prevention of over crowding and for keeping all gangways and fire exits clear.
7. Our licence stipulates that Entertainment and Dances must finish by 11.30. **During the performance or playing of music all windows and doors must be kept shut and there must be no amplified music outside.** The hirer shall not during their occupancy infringe any copyright or performing right and shall indemnify the Society against any sums which the Society may have to pay by reason of infringement during the period of hire.
8. Hirers shall ensure that the noise level of their function shall not interfere with other activities within the building or cause inconvenience to the occupiers of nearby properties, and comply with the terms of the licence.
9. Fittings and equipment must not be removed or interfered with, and **floors must not be treated with any substance other than water to mop up any spills.**
10. **No fittings or decorations may be attached to the building without prior permission.**
11. In the event of damage resulting from the negligence of the hirer, its employees or agents, the Society will make it good and charge the hirer with the cost of any replacement or repair which is not due to wear and tear.
12. The Society cannot be held responsible for electrical equipment used by the hirer. It is highly recommended that electrical equipment should be PAT tested by the hirer prior to use within the Rooper Memorial Hall.
13. The hirer may only use the Rooper Memorial Hall for the type of function described on the booking form. Nothing shall be done on or in relation to the premises in contravention of the law and the hirer shall ensure that the requirements of any relevant legislation are strictly observed.
14. **Use of The Rooper Memorial Hall is conditional on the hirers leaving the premises in a clean and tidy condition and removing all their rubbish from the site.**
15. Advertising within or around the Rooper Memorial Hall is prohibited unless approved by the Chief Executive.
16. The hirer is advised to be insured against third party claims whilst using the Rooper Memorial Hall.
17. The hirer must comply with Health & Safety and fire regulations. In the event of a fire, the hirer must follow the instructions in the Rooper Memorial Hall. In the event of an accident, the Accident book in the kitchen beside the First Aid box must be completed and put in the Centre's post box.
18. No alcohol may be brought in or consumed on the premises without prior consent.
19. No goods or equipment may be left stored at the Rooper Memorial Hall without prior permission of the Chief Executive.
20. The Society will not accept responsibility for damage to, loss or theft of the Rooper Memorial Hall users' property and effects, except where such damage, loss or theft results from the negligence of the Society, its staff and/or agents.
21. In the event of any questions arising as to the interpretation of these rules, the decision of the Board of Trustees of the Society shall be final.
22. **Emergency contact number: 07791 129655**