**BOOKING FORM – COMMUNITY HUB & CONSULTATION ROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of User/Organisation |  | | |
| Organiser Name |  | Position |  |
| Address |  | | |
| Post Code |  | | |
| Email |  | | |
| Tel No |  | Mobile No |  |
| Purpose of booking |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Hire** | From: |  | To: |  |
| **Time** | From: |  | To: |  |

I wish to include the following:

|  |  |
| --- | --- |
| Tea / Coffee |  |

**TERMS OF USE – COMMUNITY HUB & CONSULTATION ROOM**

The User will be responsible for the conduct of all persons coming into or using the Community Hub/Consultation Room and ensure that visitors complete the sign-in procedure.

The User will be responsible for reading the Fire Safety Instructions supplied and displayed on the notice board, and ensure these instructions are carried out in the event of a fire. Fire evacuation training of visitors to the Community Hub/Consultation Room will be the responsibility of the User.

The User will be responsible for ensuring that there is a current Risk Assessment in place and that visitors to the Community Hub/Consultation Room have access to this when necessary.

The User will ensure that no damage, breakage or loss occurs to the building or to any furniture, fittings or equipment belonging to or in the care of The Ivers Parish Council. In the event of damage, Users will be invoiced for the cost of repair/replacement.

The User shall ensure that any electrical appliance brought into the Community Hub/Consultation Room and used shall be in a safe and good working order and used in a safe manner. All electrical goods must conform to current legislation.

The User and visitors to the Community Hub/Consultation Room have access to toilet facilities (including a disabled access toilet).

The User is responsible for ensuring all areas hired are left clean and all rubbish removed from site.

The User is to ensure any electrical devices used in the Community Hub/Consultation Room are switched off after use.

The User is not entitled to use the premises at any other time other than the specific hours agreed unless prior arrangements have been made with the Clerk.

The User agrees that officers of The Ivers Parish Council shall have access to all parts of the premises.

It is the responsibility of the User to ensure all safeguarding and volunteer policies are in place and to have adequate insurance.

The Ivers Parish Council accepts no responsibility for any property left on the premises.

I agree to the above Terms for the use of the Community Hub/Consultation Room at The Ivers Parish Council and confirm that I have the authority to sign on behalf of the organisation named above.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of User |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature for The Ivers Parish Council |  | Date |  |