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Community Voluntary Service Booking Form

**43 Bromham Rd Bedford MK40 2AA | Tel: 01234 354366 | Email: info@cvsbeds.org.uk**

**Hire of Meeting Rooms**

I/we confirm that the information below is correct; and should I/we become aware of any alterations to these arrangements I/we will contact CVS as soon as possible.

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Contact Name for Booking** |   |
| **Contact Details** | Telephone number: | Email Address: |
| **Booking Details** | Date(s) Requested: | Room Requested: |
| **Times Required** | From: | To: | Total Hours: |
| **Anticipated Cost of Room** |  |
| **Purpose of Hire** |  |
| **Number of Attendees** |  |
| **Facilities Required***(please tick)* | Flipchart: | Projector and Laptop: |
| **Tea/Coffee Required*****(cost at 50p per person for up to 4 hours or £1 per day)*** | Number of people: |
| **Any other requirements****(*please state)*** |  |

I/we agree to indemnify the Trustees of **CVS** in the event of loss or damage to the premises or contents at 43 Bromham Road, and in the event of any claim being made by any party for bodily injury or damage to property arising out of my/our use of the premises. I/we have read and agree to the conditions of hire.

Signature: …………………………………………………… Print Name: …………………………………….

Organisation: ……………………………………………………………………………………………………..

Address: ……………………………………………………………………………………………………………

Date: ……………………………………………………………………………………………………………….

Meeting Rooms Conditions of Hire



General Information

* If the person booking the meeting room/s will not be in attendance for the duration of the booking, then it is essential to ensure that there is somebody present with the authority to ensure that conditions are observed.
* The hirer undertakes to accept responsibility in the event of any claim for loss, damage or injury arising of their use of the premises. Hirers should ensure that they have adequate public liability insurance.
* The hirer is responsible for ensuring that the premises are not used for any purpose other than that stated on the booking form.
* Hirers should allow time, within their booking, to set out the meeting room/s to meet their own requirements, and for replacing furniture in the prescribed layout.
* Premises must be left clean and tidy - refuse bags are available on request from CVS and hirers should ensure that any rubbish is placed in these bags.
* Smoking is not permitted anywhere on the premises.
* The premises are not licensed for public entertainment. Alcohol should not be served in circumstances that require a licence.
* Occupants should be mindful of other users within the building and keep any noise to a reasonable level.
* The premises are shared with other organisations. CVS reserves the right to request that a person leave the premises should that person’s behaviour become unruly or abusive. If the event is cancelled as a result of this action then CVS regrets that no refund of hire charges will be given.
* Car Parking is not available on site - The hirer should draw attention of parking arrangements to their visitors. A location map and details of the nearest public and off-road car parking are available on our website at



Kitchen and Catering Arrangements

Due to hygiene regulations, the kitchen may not be used for the preparation of food. The hirer should inform CVS of any arrangements with outside caterers. Payment should be arranged prior to delivery, CVS does not take responsibility for non-delivery of refreshments. The hirer should provide their own tea, coffee, milk etc unless this has been included within the hire package. Cutlery and crockery is available on request. The hirer should place all items for washing up in the kitchen area. The hirer should not attempt to operate the dishwasher without the authorisation of a member of CVS staff.



Fire and Accidents

It is the hirer’s responsibility to pass on information about emergency procedures to all those attending their event. At no time during the period of hire should any emergency exit from the premises be obstructed nor should any fire apparatus on the premises be interfered with. All proper precautions for the prevention of accidents to any persons on the premises during the period of hire must be made.



Cancellation

If the booking is cancelled within 7 days of the date of hire then a cancellation fee equivalent to the hire charge will be levied.

In the event of any breach of the conditions laid out in this document, or in the event of any misstatement on the booking form or any material omission from the form being discovered, the hiring may be cancelled without prior notice in the absolute discretion of the CVS Board of Trustees. Any charges paid, including the hiring charge, may be forfeited.

CVS Board of Trustees reserves the right to cancel this agreement. In this event all fees will be returned to the hirer.