

Mechanics Institute Eccleshill – Room Hire

Singe Private Booking (non-commercial)

Contact Details:

Name _____ Our Booking Ref: _____

Telephone Nos. _____ Mobile _____

Email address: _____

Invoice Address (an invoice will be issued for the full hire charge on receipt of deposit)

Email address if different form above: _____

Booking Information:

Room		Hourly rate weekdays	Friday eve/Sat/Sun / out of hours
Main Hall	<input type="checkbox"/>	£18.00	£22.00 *See note below
Room 8	<input type="checkbox"/>	£15.00	£18.00
Front Room	<input type="checkbox"/>	£15.00	£18.00

* Evening Rates (Fri/Sat/Sun) from 6:00 pm to 11:00 pm there will be a minimum charge of £150.00.
If licensed facilities are required (subject to Director Approval) there will be an additional charge of £80.00

Deposit payable with booking £_____ Additional deposit may be requested at discretion of MI.

Date room required:

_____ day of _____ 20_____ Time from _____ to _____

Any special needs or requirements you have?

I confirm I have read the terms and conditions and know what my responsibilities are as a reasonable person

Signed..... Date

Please turn over and read the booking details....

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Booking terms and conditions for room hire private individual

This is a formal agreement between you “the hirer” and Eccleshill Community Association Ltd The letter”.

If you need any further explanation please ask.

- I. Access to the room will be provided fifteen minutes prior to the booked time and fifteen minutes after the end of the hire period. If you do not vacate the room within the periods as set out there may be additional room hire costs at a rate of the room hire +50% billed in 30 minute increments.
- II. The room must be left as you found it, clean and tidy with anything that has been used e.g. tables and chairs returned to the same position as when you arrived.

If the room is not left in a clean and tidy condition, we reserve the right to employ our own cleaners and bill you accordingly.

- III. If you bring any equipment into the building it must be safe for use, tested and meet all current legislation required. If it is children play structures bouncy castle(s) or similar then we **do not** carry insurance for such items and you would need to make your own arrangements.

I understand specifically my obligation in respect of clause III (please initial here: _____)

- IV. You will be responsible for any damage to the building and or assets contained therein other than what would be fair wear and tear during your hire.
- V. You must ensure that when vacating the building you notify the key-holder before leaving.
- VI. You will be responsible for ensuring that all children attending are adequately supervised by responsible adults at all times when entering, leaving and for the duration of their stay on the premises.
- VII. A 50% deposit is payable with the booking.

You have a right to cancel at any time up to eight days prior to the booking and a full refund of your deposit will be paid. All booking cancellations must be in writing to bookings@eccleshill.co.uk

The balance is payable at least seven days prior to the booking.

No deposits will be refunded if booking is cancelled within seven days of the hire date.