

Mechanics Institute Eccleshill – Room Hire

Commercial Booking Form

Contact Details:

Organisation _____

Contact name _____

Telephone Nos. _____ Mobile _____

Invoice address: _____

Email address: _____

Booking Information:

Rates per Hour

Room	Day	From	to	Hrs	Mon-Fri	Fri eve/weekend/out of hrs
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

Date room required:

First hire date: _____ day of _____ 20_____ repeat for _____ week(s)

Do you have any special needs or requirements?

As a commercial hirer it is your responsibility to ensure anyone attending is fully insured. You must provide Public Liability insurance details for your organisation at the time of booking:

Insurer: _____

Policy No. _____ Expiry date _____

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

Signed..... Date

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

Mechanics Institute Eccleshill – Room Hire

Commercial Booking Form

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

If you need any explanation please ask.

- I. Access to the room will be provided thirty 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, then the letter reserve the right to employ its own cleaning services 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. If it is children play structures bouncy castle(s) or similar then you must ensure your insurer covers this risk.

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 within other than what would be fair wear and tear during your hire.
- V. You will be responsible for ensuring that all children attending are adequately supervised by a responsible adult at all times when entering, leaving and for the duration of their stay on the premises.
- VI. You must ensure that when vacating the building you notify the key-holder before leaving.
- VII. Single bookings.
A 50% deposit is required at time of booking with the balance being due one week prior to the event.

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

Repeat bookings.

Invoices will be issued after each booking and payable within seven days.

Twenty eight calendar days’ notice is required to cancel repeat bookings.

The full hire rate will become payable if the room hire is cancelled within twenty-eight days

Eccleshill Community Association Limited reserve the right to serve notice to suspend any repeat booking by giving 35 days’ notice subject to a maximum of 4 suspension per year per repeat booking.