

MAPLE LODGE BOOKING FORM

This agreement is made on _____

between _____

(hereinafter called "the Hirer") and the Maple Lodge Management Committee (hereinafter called "Maple Lodge").

It is agreed that:

The Hirer will hire (room)	
For the permitted use of	
On (date)	
At (time)	
At the rate of (£/hr)	

All hirers are required to pay upon booking the full fee by BACS

The Hirer will comply with all the attached conditions of hire. The hirer will indemnify Maple Lodge for all claims arising from the hirer's use of Maple Lodge.

Breach of these conditions will result in suspension of the hirer's use of Maple Lodge and possible cancellation of the agreement.

All hirers must acknowledge the conditions of hire and the undertaking to indemnify (separate sheets attached)

14 days notice of cancellation/termination is required. If less than 14 days notice is given by the Hirer then the Hirer shall be responsible for 50% of the agreed fee (not applicable to Maple Lodge core users)

Signed by Hirer _____

Signed for Maple Lodge _____

Attached documents:

Conditions of hire (below)

Access plan

Undertaking to Indemnify

MAPLE LODGE CONDITIONS OF HIRE

“the Premises” shall refer to areas hired and Maple Lodge in general.

The hirer shall note the following:

Indemnity

All hirers shall sign the attached indemnity (one-off users).

Risk Assessments and Method Statements

All activities must comply fully with all statutory health and safety legislation in addition to the following special Maple Lodge risk assessment and method statements. Hirers are required to provide documentary evidence of their own risk assessment and insurances (as appropriate to their activity)

Competent and adequate supervision of any activity carried out shall be provided by the Hirer in accordance with own risk assessments and method statements as appropriate to their activity. The Hirer shall comply with all statutory Health and Safety legislation in addition to their own specific risk assessments.

CRB checks

Activities involving children require the statutory CRB checks for all adults over the age of 16.

Fire plan

All hirers shall comply with requirements of the fire plan which will be affixed to the notice board within Maple Lodge.

Passageways and fire exits must be kept clear during and immediately before and after all periods of use

Fire regulations set the maximum number of people permitted to use the building at 100. This must not be exceeded.

Bottled gas or other accelerants must not be brought into the premises.

The Hirer will, in compliance with the Fire Plan in particular, make note of members present at any one time.

The Hirer or any of his/her members must not interfere with any of the fire fighting equipment.

Vehicle Access

All hirers must comply with the Maple Lodge Access Plan (attached) and in particular, its limitations on vehicular access.

First Aid

A basic first aid kit will be available to hirers, however it is for the hirer to determine what first aid equipment they should have available for their activity.

Leaving the premises

The hirer shall leave the premises at the agreed times and leave them in a clean, tidy and secure condition and the equipment undamaged and in working order. Please ensure when using a hall that all tables and chairs are returned back into the designated area. A penalty of £10 will be charged as a deterrent because we do not have a caretaker.

Damage

Damage to the premises or its contents should be reported immediately and any costs arising paid within 7 days.

Noise

The hirer acknowledges that Maple Lodge is a multi use building with residential properties adjacent. Use of amplification, PA and music systems shall keep noise levels to those that do not inhibit other user's enjoyment of the building or annoy the neighbours. With this in mind the opening of the fire doors is not to be encouraged and for ventilation hirers are encouraged to use the high level windows.

Behaviour

The hirer shall ensure that users of the premises shall behave in a reasonable manner and cause no inconvenience to others

Goods and Equipment

Any goods and equipment brought in by the hirer shall remain the responsibility of the hirer. Maple Lodge will not be responsible for any loss or damage.

Maple Lodge Insurance

Any act which may make Maple Lodge's insurance void is forbidden. Maple Lodge insurance does not include cover for hirer's belongings and equipment. Hirers must arrange cover as necessary for both their equipment and personal belongings.

Subletting

The premises must not be sublet without the proper consent of Maple Lodge

Electrical equipment

Electrical equipment brought in by Hirers must be PAT tested in accordance with current legislation (this can be done by local electrical shops).

Intoxicants

Planning and Licensing restrictions pertaining to the premises must be observed and any penalty incurred by breach shall be met by the Hirer within 14 days of the penalty being incurred.

Intoxicants must not be brought into the premises except with the express written permission of Maple Lodge. Where a charge is made for intoxicants, this shall be under the terms of a licence granted to Maple Lodge or its nominee.

Smoking

Smoking is not permitted in any part of the building or the car park.

Dogs

Dogs are not allowed except for assistance dogs or those relevant to particular activities.

Kitchen

The kitchen may be used only if agreed at the time of booking for the preparation of drinks only unless it has been specifically hired. Users of the kitchen must leave it in a clean and tidy condition.

Accepted by _____

On behalf of the Hirer