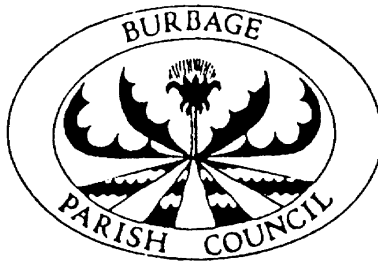


Hazel Thomasson
Principal Officer
www.burbage-council.co.uk



**Burbage Millennium Hall
Britannia Road
Burbage
Leicestershire
LE10 2HF**

MILLENNIUM HALL BOOKING INFORMATION

Dear Sir or Madam,

Thank you for your recent enquiry. Please find enclosed booking forms for Burbage Millennium Hall. I trust they will be self explanatory. Please complete the forms and return them to me with your part or full payment (cheques made payable to Burbage Parish Council). Please remember to add the £50.00 damage/misuse deposit to your hire charge. This deposit will be returned to you by cheque after your booking, providing no damage or miss use of facilities has occurred. Please note that undue disturbance to our neighbours will be viewed as misuse of the facilities. Should you have any problems during your booking our Caretakers telephone numbers are displayed on the notice boards inside and outside the hall, calling out our Caretakers may result in a loss of your deposit. Our Caretakers are not on call during your booking and may not be available to attend immediately.

Tables and chairs for adults and children are stacked in the main hall and are available for your use.

If you are booking the meeting room please indicate on your booking form how many tables and chairs you will require.

Please respect the community facilities provided by the Parish Council and remember to leave the building in the clean and tidy condition in which you found it.

When making your booking please allow time within your hire period for any setting up and clearing away that may be required – the times that you book are the times that the Caretaker will open and close the facility for you.

If you require any additional information please do not hesitate to contact me on the above telephone number.

Many Thanks

Yours faithfully

Hazel Thomasson

Hazel Thomasson
Principal Officer

Burbage Millennium Hall, Britannia Road, Burbage, Leicestershire LE10 2HF

Telephone: 01455 637533 email: Info@burbage-council.co.uk Office hours: Mon – Fri 9.00 – 12.00

HIRING AGREEMENT FOR BURBAGE MILLENNIUM HALL 2019

THIS AGREEMENT is made on theday of2019

BETWEEN the Committee and the hirer.

1. The Committee means Burbage Parish Council Millennium Hall Committee whose authorised representative is The Parish Clerk, Britannia Road Burbage LE10 2HF
2. The Hirer means
Of.....
Telephone Number
3. The Premises means Burbage Parish Council Millennium Hall, Britannia Road, Burbage
4. The Period of Hiring means Dates.....
Hours from..... To.....
5. Purpose of Hire
6. Is any amplified sound to be used?..... Please specify

(A noise limiter is fitted to the hall and the playing of very loud music is not possible)
The Committee agrees to permit the Hirer to use the premises for the purpose and for the period of hiring as described above.

The Hirer agrees with the Committee to observe and perform the provisions and stipulations contained or referred to in the Committee’s ‘Standard Conditions of Hire’ in force (an understanding of which the hirer acknowledges)
A non-returnable deposit of 50% of the total hire charge is payable at the time of booking. With the balance and the returnable damage deposit of £50.00 to be paid in full 4 weeks prior to hiring. Providing no damage or misuse of the building occurs the £50.00 deposit will be refunded to you by cheque or bank transfer within 28 days of your hire.

Consideration for others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car parks are disturbing to local residents. Undue disturbance to local residents will be viewed as miss use of the facilities.
Please leave the premises clean and tidy. In particular the Committee asks that the hirer ensures the tables are wiped clean and, together with the chairs are stacked around the perimeter of the Large Hall.
Any comments or observations you may have regarding your hire should be addressed to the Committee via the Parish Clerk.

Complaints procedure for Burbage Millennium Hall

The Committee hopes that the hirer will find the premises and service of a good and acceptable standard. However if a problem does arise the Committee asks that you use the following guidelines to register and progress the matter.

1. Initially, speak to a member of the Committee or to the Caretaker who will be on the premises at the end of your hiring. Your complaint will be documented, and hopefully resolved.
2. If you remain dissatisfied put your complaint in writing. Briefly explain the problem, when it was brought to the attention of a member of staff and what you expect to be done about it. The letter should be addressed to:
The Principal Officer
Burbage Millennium Hall
Britannia Road
Burbage
LE10 2HF
3. The Clerk will aim to deal with the complaint within seven days.
If you are not satisfied with the outcome, you should then write to the Chairman of the Parish Council, at the above address.

Hire Charges

Period available

9.00am – 11.00pm

Please remember to allow any time you may require for setting up and clearing away, the times you book are the times the Caretaker will open and close the hall for you. If you wish to hire the kitchen the hire period must be the same as your room hire.

Hire of the Millennium Hall facilities is available for a **minimum of two hours and hourly there after.**

Millennium Hall	Events before 1 st April 2019			Events from 1 st April 2019		
	Net	VAT	Gross	Net	VAT	Gross
Main Hall Regular (per hour) <small>(for bookings of 6 or more sessions)</small>	£ 9.17	£ 1.83	£ 11.00	£ 9.58	£ 1.92	£ 11.50
Main Hall Casual (per hour) <small>(for 1 of bookings)</small>	£ 12.50	£ 2.50	£ 15.00	£ 13.12	£ 2.63	£ 15.75
Meeting Room Regular (per hour) <small>(for bookings of 6 or more sessions)</small>	£ 5.83	£ 1.17	£ 7.00	£ 6.04	£ 1.21	£ 7.25
Meeting Room Casual (per hour) <small>(for 1 of bookings)</small>	£ 8.33	£ 1.67	£ 10.00	£ 8.75	£ 1.75	£ 10.50
Kitchen Regular (per hour) <small>(Available to hire in conjunction with main hall or meeting room hire only and must be for the same period of time)</small>	£ 2.50	£ 0.50	£ 3.00	£ 2.71	£ 0.54	£ 3.25
Kitchen Casual (per hour) <small>(Available to hire in conjunction with main hall or meeting room hire only and must be for the same period of time)</small>	£ 4.17	£ 0.83	£ 5.00	£ 4.37	£ 0.88	£ 5.25

	No. Hours	@	Cost per hour	Total
Hire of Large Main Hall	@
Hire of Meeting Room	@
Hire of Kitchen <small>(must be for the same period of time as your hall/room hire)</small>	@
TOTAL HIRE CHARGE				_____
Booking deposit payable <small>(50% of total hire charge, with balance to be paid in full, including the damage deposit 4 weeks prior to hiring)</small>			
Hire charge remaining			
Damage/Miss Use Deposit (refundable)				£50.00
BALANCE OUTSTANDING				_____

Payments can be made by:-

Cash

Cheques please make cheques payable to Burbage Parish Council

Bank transfer to:- Lloyds Bank PLC Sort Code:- 30-98-90 Account No:- 15525368

If you would like us to return your deposit via bank transfer please let us have your bank details below:-

Name of Bank:-..... Sort Code:-/...../.....

Account No:-.....

I have received a copy of the 'standard conditions of hire' of Burbage Millennium Hall and I Sign as acceptance of these conditions.

Signed

Name

Burbage Millennium Hall

This form must be completed by all hirers of Burbage Millennium Hall.

Hirers are responsible to ensure that all necessary licences/cover/consents are in place for the activities being provided by them at Burbage Millennium Hall.

I confirm that I hold/do not require the following:

PPL	Not required <input type="checkbox"/>	Licence held <input type="checkbox"/>
PRS	Not required <input type="checkbox"/>	Licence held <input type="checkbox"/>
Lottery	Not required <input type="checkbox"/>	Licence held <input type="checkbox"/>
Temporary Events Licence	Not required <input type="checkbox"/>	Licence held <input type="checkbox"/>
Public liability insurance	Not required <input type="checkbox"/>	Cover held <input type="checkbox"/>

Where you have indicated that the licence/cover is held please provide copies of your certificates.

Further information on the requirement to licence activities can be found at:

www.hinckley-bosworth.gov.uk/licensing

www.ppluk.com

www.prsformusic.com

This form along with the supporting certificates where appropriate must be returned to the Parish Office

Signed..... Print full name.....

On behalf of
(company or group name where applicable)

IMPORTANT NOTE:

Burbage Parish Council has updated its privacy and data protection policies in line with new legislation.

We currently hold some of your contact details because you have been in touch with us and we need to be able to keep in contact to fulfil our obligations to you.

Our privacy policy which explains why we retain and use personal data can be viewed online at www.burbage-council.co.uk

We hope you will be happy for us to continue contacting you for parish council purposes but if you would like your information to be removed from our database please let us know by emailing info@burbage-council.co.uk



CONSENT FORM

Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.

If you are aged 13 or under your parent or guardian should fill in their details below to confirm their consent

Name
Address

Signature
Date

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our Privacy Notice which is available from our website www.burbage-council.co.uk or from the council office in Millennium Hall on Britannia Road.

You can withdraw or change your consent at any time by contacting the council office by emailing info@burbage-council.co.uk or calling 01455 637533.

- We may contact you to keep you informed about what is going on in the council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
- We may contact you about groups and activities you may be interested in participating in.
- We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page or Twitter account).

Keeping in touch:

- Yes please, I would like to receive communications by email
- Yes please, I would like to receive communications by telephone
- Yes please, I would like to receive communications by mobile phone including text message
- Yes please, I would like to receive communications by social media (for example Facebook, Twitter, Instagram, WhatsApp)
- Yes please, I would like to receive communications by post

Standard Conditions of Hire of Burbage Millennium Hall, Britannia Road, Burbage Parish Council

1. Supervision
THE HIRER will be responsible for supervision of the premises, the fabric and the contents and the behaviour of all persons using the premises whatever their capacity including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. Use of the Premises
THE HIRER shall not use the premises for any purpose other than that described in the Hiring Agreement, shall not sub-hire or allow the premises to be used for any unlawful purpose or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the sale of alcohol without written permission.
3. Licences
THE HIRER shall be responsible for obtaining such licences as may be needed and for the observance of the same.
4. Gaming, Betting and Lotteries
THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. Public Safety Compliance
THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
6. Electrical Appliance Safety
THE HIRER shall not bring onto the premises any **Heating Appliances** without written permission .Any portable electrical appliance brought into the premises by the hirer must be either less than 2 years old or have been **PAT** tested within the past 12 months
7. Indemnity
THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property, including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the premises. (The premises are insured against any claims arising out of its own negligence)
8. Accidents and Dangerous Occurrences
THE HIRER must report all accidents involving injury to the public to the Parish Council Clerk as soon as possible. Any failure of equipment either that belonging to the premises or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
9. Animals
THE HIRER shall ensure no animals or birds except guide dogs are brought onto the premises unless previously agreed to by the Parish Council Clerk.
10. Compliance with the Children's Act
THE HIRER shall ensure that any activities for children under 8 years of age comply with the provisions of the Children's Act of 1989 and that only fit and proper persons have access to the children.
11. Fly Posting
THE HIRER shall not carry out or permit fly posting or any other unauthorised advertisements for any event at the premises and shall indemnify the Parish Council accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
12. Sale of Goods
THE HIRER shall comply with Fair Trading Laws and any code of practice used in connection with such sales. The hirer shall ensure that the total prices of all goods and services are prominently displayed as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

13. Cancellation
THE PARISH COUNCIL reserves the right to cancel this Hiring Agreement in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, or for any other reason agreed by the Parish Council in which case the hirer shall be entitled to a refund of any deposit already paid.
14. Unfit for Use
In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, the Parish Council shall not be liable to the hirer for any resulting loss or damage whatsoever.
15. Refusal of Booking
THE PARISH COUNCIL reserves the right to refuse a booking without notice or to cancel this Hiring Agreement upon giving 7 days notice in writing to the hirer.
THE HIRER shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the Parish Council but the Parish Council shall not be liable to make any further payment to the hirer.
16. End of Hire
THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, or otherwise the Parish Council shall be at liberty to make an additional charge.
17. Noise
THE HIRER shall use its best endeavours to ensure that the minimum of noise is made on arrival and departure. Undue noise disturbance to neighbours will be viewed as miss use of the facilities and will result in the retention of the hirer's deposit.

PLEASE NOTE

ACCESS

The Caretaker will open/close the premises at the beginning/end of your period of hire. No access is permitted between halls and changing facilities unless both are booked by the same hirer.

INTOXICATING LIQUOR

None is permitted to be bought, sold or consumed on the premises without the written permission of Burbage Parish Council. The hirer is responsible for obtaining the appropriate License, which must be produced prior to the period of hire.

FIRE INSTRUCTIONS

Together with details of the location and use of Fire equipment are on the notice board in the Entrance Hall. Escape routes are clearly marked and it is the responsibility of the hirer to ensure fire exits are kept clear. In the event of fire, however slight, the premises should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade called. Details thereof must be given to the Caretaker at the end of your hire.

CAR PARKING

Britannia Road is a public road and must not be obstructed. The car park is to the rear of the premises. There must be no parking on the access road, or at the front of the building.

CAPACITY

The maximum capacity for the Main Hall is 170 persons.

SMOKING

The premises are a no-smoking building.

DAMAGE DEPOSIT

Failure to comply with the Conditions of Hire will result in the hirer losing some or all of the deposit.

CARETAKER

Should you have any problems during your booking our Caretakers telephone numbers are displayed on the notice boards inside and outside the hall, calling out our Caretakers will result in a loss of your deposit. Our Caretakers are not on call during your hire period and may not be available to attend immediately.