



Serving the community

Blaby Parish Council

Manager: Mrs V Jepson
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BLABY CIVIC CENTRE – ROOM HIRE BOOKING FORM

Booking Details		
Organisation / Company Name:		
Your Address:	Invoicing Address <i>(If different)</i> :	
Post Code:	Phone	
Contact Name: <i>(Please PRINT)</i>	Purchase Order No:	
E-mail address:		
Event Details		
Date	Times	No of Persons Attending
Purpose:		
<p>*Please be aware that your hire period includes any time required for setting up, clearing away and for all persons vacating the premises.</p>		
Equipment Required		
Please indicate if you require :		
<ul style="list-style-type: none"> • A flipchart • Projector & Screen 		
<i>Please note code for Wi-Fi access – W3lcome123</i>		
Car Parking		
No available parking on site. Public car parking is available off of Enderby Road, LE8 4FZ, for 30p for 2 hours or £5.00 per day. Or Wigston Road LE8 4FU for £1.50 per day.		

Room/Food Requirements				No of People
Northfield Room (up to 8 people) £10 per hour plus VAT <i>No refreshments</i>				
Northfield Room (up to 8 people) £10 per hour plus VAT Unlimited tea & coffee - £2.00 per head plus VAT				
Acorn Room (up to 50 people) £18 per hour plus VAT <i>No refreshments</i>				
Acorn Room (up to 50 people) £18 per hour plus VAT Unlimited tea & coffee - £2.00 per head plus VAT				
Out of hours charge £10.00 fee for opening and closing of Civic Centre.	Total Number	Meat	Veggie	Gluten Free
Basic Buffet @ £4.00 per head plus VAT				
Standard Buffet @ £6.00 per head plus VAT				
Deluxe Buffet @ £7.00 per head plus VAT				
Breakfast Baps @ £2.50 per head plus VAT				
Please note a minimum of 48 hours' notice is required for buffets and no outside caterers are permitted. All buffets are payable if cancelled less than 48 hours prior to meeting.				
Total Cost of Booking Plus VAT				
50% Deposit may be payable to secure your booking £.....				
Signature				
I certify that I have read, understood and agree to the 'Room Hire Standard Terms and Conditions' attached to this form.				
Signature:			Date:	
Position:				

Buffet Menu (Minimum 5 people)

Our buffets are provided by a local company who even make their very own bread guaranteeing you a fresh and delicious lunch every time!

Basic Buffet - £4.00 per head plus VAT – a selection of soft rolls and doughnuts. Fillings include:

- Cheese
- Ham
- Free range egg mayo
- Doughnuts

Standard Buffet - £6.00 per head plus VAT – a selection of cut white and granary sandwiches on delicious, fresh bread. Crisps, sausage rolls and doughnuts. fillings may include:

Classic

- Free range egg mayo
- Roast chicken salad
- Ham and egg salad
- Tuna, mayo and cucumber
- Cheese and pickle

Variety

- Tandoori chicken
- Roast chicken salad
- Tuna crunch
- Ham, cheese and pickle
- BLT

- Sausage rolls
- Crisps
- Doughnuts

Deluxe Buffet - £7.00 per head plus VAT – a selection of baguettes or wraps. Crisps, sausage rolls and doughnuts. Fillings may include:

Baguettes

- Cheese salad
- Chicken and bacon club
- Tuna crunch

- Ham and cheese

Wraps

- Mexican bean
 - Mexican chicken
 - Caesar chicken
 - Chargrill chicken salad
-
- Crisps
 - Sausage rolls
 - Doughnuts

Breakfast Bacon Baps - £2.50 per head plus VAT

Choice of bacon or vegetarian

Vegetarian Options

Vegetarian sandwiches are available. Please stipulate the quantity you would like to order on the booking form above.

Gluten Free

A gluten free plain salad option is available. Please stipulate the quantity you would like to order on the booking form above.

TERMS AND CONDITIONS OF HIRE

This Agreement constituting the Room Hire Booking Form, these Terms and Conditions and the Health and Safety Information is made between the Hirer and the Council. The parties agree that the hiring will be carried out in accordance with this Agreement.

1. Definitions and Interpretation

- 1.1 The Council - means Blaby Parish Council, 22-24 Leicester Road, Blaby, LE8 4GQ.
- 1.2 The Hirer – means the person or organisation as set out on the Room Hire Booking Form.
- 1.3 The Premises – means the Acorn or Northfield Room as set out in the Room Hire Booking Form.
- 1.4 Total Amount Due – means the total amount that the Hirer is required to pay to the Council as set out on the Room Hire Booking Form.

2. Booking

- 2.1 The Hirer may submit his Room Hire Booking Form electronically however; the Hirer's booking will only be accepted upon receipt of a signed Room Hire Booking Form.

3. Use of Premises

- 3.1 The Hirer shall not use the Premises for any purpose other than that described on the Room Hire Booking Form and shall not sub-hire or use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol on the Premises without prior written permission of the Council.

4. Licences

- 4.1 The Hirer shall be responsible for obtaining any licences and for completing any returns that may be required by the Performing Rights Society, Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other similar bodies in connection with the hiring and the Hirer shall indemnify the Council against the consequences of the Hirer's failure to do so.

5. Gaming, Betting and Lotteries

- 5.1 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.

6. Public Safety Compliance

- 6.1 The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority, Local Magistrate's Court or

otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays.

7. Electrical Appliance Safety

- 7.1 The Hirer shall ensure that any electrical appliances brought by him to the Premises and used there shall be safe and in good working order, and used in a safe manner and have been tested in accordance with current safety testing requirements.

8. Alterations

- 8.1 The Hirer must not make any alterations to the Premises without the Council's prior written consent.

9. Catering

- 9.1 External catering is strictly prohibited. If you would like food please use the enclosed buffet order form.

10. Animals

- 10.1 The Hirer shall ensure that no animals except guide dogs are brought onto the Premises other than with the prior written consent of the Council.

11. General regulations

- 11.1 The Hirer shall ensure that the following conditions are adhered to in full:

11.1.1 No preparation may be applied to the floors.

11.1.2 No interference with any equipment, books or any other materials.

11.1.3 No interference with the heating system.

12. Nuisance

12. The Hirer must not do or allow anyone attending their hiring to do anything on the Premises which is or may become a nuisance to the Council or other hirers or to the occupiers of adjoining or neighbouring premises. The Hirer shall be responsible for requiring any person causing such a nuisance to leave the Premises. It is the Hirer's responsibility to ensure that the minimum of noise is made on arrival and departure.

13. Children

- 13.1 The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate child protection policies and procedures in place and that they themselves and those persons likely to have contact with children have been subject to enhanced Criminal Record Bureau checks.

- 13.2 Where the Hirer wishes to use the Premises for a purpose which involves a regulated activity as described by the Safeguarding of Vulnerable Groups Act 2006 the Council will require the Hirer to provide evidence that the necessary CRB or any other appropriate checks have been carried out on all persons. The Council reserves

that right to review child protection policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the Council are not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any of the Total Amount Due (including any deposit paid).

14. Sale of Goods

14.1 The Hirer must not use the Premises for any auction sale, trade, business or manufacture without the written agreement of the Council or for any illegal or immoral act or purpose and the Council reserves the right to cancel with immediate effect any hiring where such use is taking or is intended to take place without refund of the Total Amount Due paid (including any deposit paid).

15. Unfit for Use

15.1 The Council may cancel any hiring if the Premises are rendered unfit or become unavailable due to unforeseen circumstances or are required for use as a Polling Station for a Parliamentary or Local Government election or by-election and there shall be no liability to the Hirer other than to refund any of the Total Amount Due (including any deposit paid) for the cancelled hiring.

16. Refusal of Booking

16.1 The Premises shall not be hired to the following organisations:

- a) The National Front
- b) The New National Front
- c) The British Constitutional Movement
- d) The British Movement
- e) The League of St. George
- f) Column 88
- g) The British Democratic Party
- h) The British National Party
- i) Any other party which has racist aims
- j) Any other organisation that does not have the best interests of the local community at heart.

16.2 The Council may cancel any hiring if in its opinion the hiring organisation for which the Premises are hired has racist policies, regardless of the stated reason for hiring the building. In such event the Council shall incur no liability to the Hirer whatsoever, other than the return of any of the Total Amount Due that has been paid by him in respect of such cancelled hiring.

17. End of Hire

17.2 The Hirer shall ensure that the Premises are vacated at the time specified on the Room Hire Booking Form under 'Finish time of event'. In the event that the Hirer and his party have not vacated the Premises by the time stated the Council shall at its discretion make an additional charge.

17.3 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, if this condition is not complied with the Council shall at its discretion make an additional charge of £100.

18. Payment

18.1 The details of the Total Amount Due are set out on the Room Hire Booking Form.

18.4 The Hirer shall pay the Total Amount Due no more than 28 days after the hire date. **Cheques should be made payable to 'Blaby Parish Council'. Please make BACS payments to HSBC sort code 40-12-35, A/C no 21470957.**

19. Insurance

19.1 During the period of hiring, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Premises and shall indemnify the Council from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the course of or caused as a result of the hiring except where due to the negligence of the Council or their respective servants or agents.

20. Cancellation

20.1 The Hirer must give the Council at least 7 days' notice of its wish to cancel a booking.

21. Health & Safety

21.1 The Hirer acknowledges that he has been provided with a copy of the risk assessment for the Premises. If the Hirer for any reason considers that the risk assessment document requires any amendment to reflect the Hirers proposed use of the Premises the Hirer must make the Council aware and provide the Council details in writing of the necessary amendments.

21.2 The Hirer agrees to comply with the terms set out in the Health and Safety Information sheet.

21.3 The Hirer acknowledges that he is familiar with the following:

- a) Fire alarm points
- b) Fire evacuation procedures, routes, refuge point and assembly point
- c) Location of telephone
- d) Location of first aid kit
- e) Location of the accident reporting book

21.4 In accordance with the Premises' fire evacuation plan the Hirer is required to:

- a) Use the council signing in book located in reception.

- b) Familiarise all participants with the position of a telephone, fire alarm points, fire evacuation routes, fire refuge points and fire assembly point.
- c) Ensure that all necessary arrangements have been made to evacuate wheelchair bound participants from the building or to the fire refuge point.

21.5 The Hirer is advised to carry out a practice evacuation of the Premises to highlight any points for concern.

22. Data Protection

22.1 Personal data supplied on the Room Hire Booking Form will be held on computer and will be used in accordance with the Data Protection Act 1998 for statistical analysis, management, planning and in the provision of services by the Council and its partners. The Hirer's data will not be used for any marketing purposes.

23. General Terms

23.1 If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in force and effect, and such invalid or unenforceable provisions or portion thereof shall be deemed omitted.

23.2 No term of this agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to this agreement, but this does not affect any right or remedy of a third party which exists or is available apart from under that Act.

23.3 This Agreement will be governed by and interpreted in accordance with the laws of England and the English courts shall have exclusive jurisdiction with respect to any dispute arising under this Agreement

BLABY PARISH COUNCIL - HEALTH & SAFETY INFORMATION

Fire

A Fire risk assessment has been carried out for Blaby Parish Council. The assessments have identified the controls in place for fire safety. To ensure that these controls are met the event organiser will be responsible for persons under his/her control whilst on site and must notify their group members of the fire arrangements for the building, i.e. nearest exit door and assembly point.

Fire Instructions

What to do if you discover a fire:

- Raise the alarm immediately by pressing the button on the fire alarm panel
- Leave immediately by the nearest safe exit route, move quickly but do not run
- Blaby Parish Council staff will check (if safe to do so) that everyone has been evacuated from the building
- Report to the designated assembly point which is located on the front car park.

- Stay outside the building and await the arrival of the Fire and Rescue Service and only return to the building when a member of staff gives the all clear.

If you hear the alarm or are warned of a fire:

- Leave by the nearest safe exit route, move quickly do not run.
- Assist any person with disabilities
- Report to the assembly point which is located outside the main entrance in the main car park.
- Stay outside the building and await the arrival of the Fire and Rescue Service and only return to the building when a member of staff gives the all clear.

Disabled Access/Egress

Blaby Civic Centre is accessible for all members of the public. Where the event organiser has a disabled member(s) in their group, they should notify/liase with staff as soon as possible to ensure fire and evacuation procedures are adhered to.

Accident/Incident Book

Details of accidents which result in an injury must be entered in the accident book. This is a requirement of the Social Security (Claims and Payments) Regulations 1979. The accident book is kept in the main office. Any member of staff can make an entry in the accident book either following an accident to themselves or on behalf of the injured person.

First Aid

First aid boxes are located at the main reception desk and in the first floor kitchen.

Risk Assessments

Risk assessments are completed for activities undertaken on site.

Hazardous Substances

An inventory of all chemicals kept on site is maintained and updated. Appropriate control measures are identified for all hazardous substances in the form of risk assessments. All cleaning supplies are stored behind a private door.

Electrical Equipment

All electrical equipment kept on site is subject to regular inspection and testing. Should you use your own electrical equipment whilst on site, you must ensure it is safe (i.e. through an inspection and testing regime) before it is connected to our electrical supply.

Facilities

Toilets are situated on the ground and top floor of the building.

Further Information and Advice

For further details regarding the use of Blaby Parish Council meeting rooms please call 0116 2784728.

