**[XXX] Buddhist Centre**

**Room Booking Form, Details, Conditions and Checklist**

**Agreement between**

## **1) Buddhist Centre:**

|  |  |  |
| --- | --- | --- |
| (a) | Registered Charity No. |  \_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| (b) | Authorised Representative  |  \_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Address |  \_\_\_\_\_\_\_\_\_\_\_ |
| Telephone number |  \_\_\_\_\_\_\_\_\_\_\_ |
| Email Address |  \_\_\_\_\_\_\_\_\_\_\_ |

**2) Hirer:**

|  |  |  |
| --- | --- | --- |
| (a) | Name |  \_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| (b) | Organisation |  \_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| (c) | Name of Organisation’s Authorised Representative |  \_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
|  | Address |  \_\_\_\_\_\_\_\_\_\_\_ |
|  | Contact Telephone Nos |  \_\_\_\_\_\_\_\_\_\_\_ |
|  | Email Address |  \_\_\_\_\_\_\_\_\_\_\_ |

**Date(s) required:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date(s) |  \_\_\_\_\_\_\_\_\_\_\_ |   | No. of days \_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hours per day | From \_\_\_\_\_\_\_\_\_\_\_ | To \_\_\_\_\_\_\_\_\_\_\_ |  | No. of hours \_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Total period of hire (days or hours) |  \_\_\_\_\_\_\_\_\_\_\_ |

**Fees:**

|  |  |  |
| --- | --- | --- |
|  | Total Hire Fee | £ \_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
|  | Deposit Paid20% of the booking cost. | £ \_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Balance Remaining | £ \_\_\_\_\_\_\_\_\_\_\_ |

The balance is payable on invoice, usually 1 month before the start of the event.

**Room(s) to be hired (please itemise):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of space | PleaseTick √ | Maximum Room Capacity |  |  |
|  |  |  |  |  |
|  \_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  \_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  \_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  \_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_\_\_\_\_\_\_ |  \_\_\_\_\_\_\_\_\_\_\_ |  |  |

The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

**Purpose/description of hiring:**

 \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Will this be a public/private event? (Please tick) | **Public** | **Private** |

|  |  |  |  |
| --- | --- | --- | --- |
| Café area  | Will you require use of the café area? (Please tick) | **Yes**  | **No** |
|  | Serving drinks (Please tick) | **Yes**  | **No** |
|  | Serving food (Please tick) |  **Yes**  |  **No** |
|  | Expected time  | **From** | **To** |

**NB: The kitchen facilities are not suitable for cooking meals from scratch.**

As we are a Buddhist Centre we ask that you respect the following:

* No alcohol may be consumed on the premises
* Smoking is not permitted in the premises or grounds of the Buddhist centre
* No meat or fish may be brought onto the premises
* No illegal drugs may be brought onto the premises
* No gambling is allowed

This agreement with attached conditions is between the two parties named and may not be given to another person or organisation.

Signed on behalf of the Buddhist Centre Trustees / Centre Management Team \_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | Date \_\_\_\_\_\_\_\_\_\_\_ |

Signed by the Hirer \_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | Date \_\_\_\_\_\_\_\_\_\_\_ |

*Please note that signatures do not need to be witnessed.*

**Room Hire - Standard Conditions and Useful Information**

**1) Age**

The hirer or hirer's authorised representative must be over 18 years of age.

**2) Supervision**

The hirer accepts responsibility for allowing access to the building by members of the public who are attending the hirer's event, during the period of hire. The hirer is responsible for the behaviour of all people attending their event under this agreement and any damages caused to the property. The hirer shall make good or pay for any damage (including accidental damage) to the property and equipment of the Buddhist Centre, incurred through use of the premises by them.

**3) Use of premises**

The hirer shall not use the premises for any other purpose than that described in the Booking Conditions 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.

The hirer will take reasonable steps to minimise disturbance to other areas of the Buddhist Centre and its neighbours.

**4) Public safety**

The hirer shall also comply with the Buddhist Centre's health and safety procedures. The hirer acknowledges being informed of:

* The action to be taken in the event of a fire. This includes calling the Fire Brigade and evacuating the Buddhist Centre
* The location and use of fire equipment.
* Escape routes and the need to keep them clear
* Method of operation of escape door fastenings
* Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

**5) Means of escape**

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

**6) Outbreak of fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details given to the Buddhist Centre immediately. You will find out of office hours emergency contact numbers located XXX.

**7) Electrical appliance safety**

All electrical appliances brought onto the premises by the hirer must be safe, in good working order, and used in a safe manner.

**8) Heating**

No portable heating appliances shall be used on the premises without the permission of the Centre Management.

**9) Accidents and dangerous occurrences**

All accidents involving injury must be reported to the Buddhist Centre Management as soon as possible. Any failure of equipment belonging to the Buddhist Centre, and any damage to the Centre's premises or property, must also be reported as soon as possible.

**10) Explosives and flammable substances**

* Explosives or highly flammable substances should not be brought onto the premises
* No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Buddhist Centre. No decorations are to be put up near light fittings or heaters.
* Any naked flames must always be attended by a responsible person.

**11) Licences**

The Buddhist Centre does not have a licence authorising the performance of plays, the exhibition of films, the performance of live music, the playing of recorded music, the performance of dance or similar entertainments. The Buddhist Centre does not have a licence with the Performing Right Society for the performance of copyright music.

### **12) Insurance and indemnity**

The Buddhist centre has Public Liability Insurance. In some circumstances the hirer will need to have additional Professional Indemnity Insurance Cover.

### **13) Animals**

The Hirer shall ensure that no animals (including birds) except assistance animals are brought into the premises, other than for a special event agreed to by the Buddhist Centre. No animals whatsoever are to enter the kitchen at any time.

### **14) Cancellation**

Deposits for events are refundable provided the Hirer gives at least 1 month’s notice of cancellation. If the booking is cancelled after this period, no refund of deposit is payable by the Buddhist Centre.

The Buddhist Centre reserves the right to cancel this hiring by written or verbal notice to the Hirer in the event of:

* The Buddhist Centre reasonably considering that: (i) such hiring will lead to a breach of legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
* The premises becoming unfit for the use intended by the Hirer
* The premises becoming unavailable due to unforeseen circumstances

The Buddhist Centre reserves the right to cancel any hire agreement with immediate effect if the hirer is deemed to have brought the Buddhist Centre into disrepute.

In the case of the Buddhist Centre cancelling this hiring the Hirer shall be entitled to a refund of any deposit already paid, but the Buddhist Centre shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

### **15) End of hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured.

### **16) Stored equipment**

The Buddhist Centre accepts no responsibility for any stored equipment or other property brought onto or left at the premises. Arrangements for the storage of equipment should be agreed with the Buddhist Centre at the time of hire.

### **17) No alterations**

No alterations or additions may be made to the premises. Nothing should be fixed to the walls without prior permission from the Buddhist Centre.

**18) No rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

**19) Parking**

To be agreed.

Room Hire Checklist

Please check that you have run through the considerations listed below, in person, with anyone hiring a room at the Buddhist Centre:

Emergency Procedures

* Location and use of fire extinguishers
* Location of evacuation routes and fire escapes
* Method of operation of fire escapes
* Location of assembly points (NB: these are - XXX)
* Ensure fire doors are kept closed
* Ensure fire escapes are kept clear
* Location of emergency contact numbers (NB: these are - XXX)

Locking Up

* Tidying up (room used and café area), washing and drying up etc
* Location of cleaning equipment and vacuum cleaner, if needed
* Close all windows (including rear shrine rooms and toilets)
* Turn off all lights
* Front door lock (eg whether it needs to be locked as well as closed)
* Check there is nobody in the building if locking the front door lock
* Operation of Alarm if any
* Where to leave keys

Practicalities

* Access to the building (provision of keys if necessary)
* Location of bike shed
* Bookshop (payment method)
* Café area: Location of tea, mugs, glasses and contributions jar etc (bookings involving large numbers of participants should bring their own refreshments)
* Co-ordinating lunch and tea breaks with other groups, and showing consideration to others using the building (e.g. meditation sessions)
* Any implications for other users of the premises
* How to boost / advance heating if needed
* Please do not adjust radiator thermostats
* Provision / location of any equipment specifically requested (e.g. flipcharts, chairs etc) and returning any borrowed items