

Event Booking Form @ The Moseley Exchange



Contact details

Contact name _____

Name of organisation or group _____

Address _____

Postcode _____ Charity ? Yes / No

Daytime telephone number _____

Mobile telephone number _____

Email address _____

Event Hire requirements

Date(s) _____ Time(s) _____

Title of meeting _____

Rooms required _____ Number of attendees _____
(red, orange or white)

Room layout (boardroom, theatre, cabaret) _____

Equipment required _____

Catering (£6.50 per head) Quantity _____ Time _____

Refreshments (£1pp/serving or £3pp/day) Quantity _____ Time _____

Do you require the use of the kitchen (hot water and cups) - £12 charge Yes / No

Estimated fee £ _____ Deposit paid Yes / No Amount £ _____

Terms and Conditions

I have read and understood the terms and conditions of hire _____ (Signature)

by and on behalf of _____ (Organisation or Group)

Public Liability Insurance

I / We have Public Liability Insurance for the event detailed above and enclose a copy.

Data Protection

Moseley CDT retains information about its users in accordance with the Data Protection Act 1998.

I / We have no objection to Moseley CDT keeping contact details for future reference.

Please complete the form below and return to:

The Moseley Exchange, 149 - 153 Alcester Road, Moseley, Birmingham B13 8JP

or

info@moseleyexchange.com

Terms and Conditions of Hire

These terms and conditions together with the enclosed information shall constitute the contract between Moseley Community Development Trust and the Hirer.

Room hire is subject to the following conditions:

1. the Hirer shall pay a deposit if required to do so, upon the MCDT's acceptance of the hiring application.
2. that the hirer has inspected the premises and that they are suitable for the purposes for which they are to be used.
3. that no public announcement or advertisement of any function proposed to be held shall be made until the application has been accepted and the deposit (if applicable) has been paid.
4. to ensure that any licences required for the function, are obtained from the relevant authority and are displayed as required, and that the premises are not used for any activities that require a licence unless the appropriate licence has been obtained and a copy provided to MCDT.
5. that employees and Trustees of MCDT are not authorised to assist the Hirer in the organisation of any function held on the premises or to accept responsibility for the safe custody of any money or goods (*unless specifically arranged in advance*).
6. to ensure that the hirer or some other person authorised by the hirer is present throughout the period of hire.
7. that the responsible person ensures that the building remains secure during the hire.
8. to ensure that the premises are not used for any purpose other than that stated in this application form.
9. to ensure that employees or Trustees of MCDT are allowed access to the premises at all times during the period of hire.
10. to accept full responsibility for and to indemnify MCDT against all costs, charges and claims in respect of injury to any person using the premises, except such as may be caused by the negligence of MCDT or its staff or agents. MCDT may ask to see a copy of a Certificate of Public Liability Insurance before a room may be hired.
11. to compensate MCDT for any damage caused to the fixtures, fittings or furniture, and additional cleaning during the period of hire, or as a result of any breach of this agreement, to the building or to any apparatus or appliances belonging to MCDT or its staff.
12. to compensate MCDT or any member of its staff should any theft occur of any items during the period of hire or as a result of a breach of this agreement.
13. to ensure that the fire apparatus and other equipment required for health and safety on the premises is not interfered with.
14. to ensure that at no time during the period of hire is any emergency exit from the premises locked or obstructed.
15. to take all proper precautions to prevent accidents to persons on the premises during the hire.
16. to ensure that no music is played after 22:00 and that any music played, and/or amplified, during the hire period is kept within the level set by MCDT i.e. that it cannot be heard outside of the building.
17. due care must be taken to ensure that people entering and leaving the premises do not disturb neighbouring residents.
18. to ensure that attention is paid to the fire regulations, emergency exits and evacuation procedures.
19. to ensure that all facilities are left clean and tidy, MCDT reserves the right to charge the hirer for additional cleaning costs.
20. MCDT shall not be responsible or liable for any damage to or loss of property, articles or objects placed or left on the premises by the hirer or any other person.
21. MCDT reserves the right to restrict the use of other parts of the building during the period of hire and to allow the common use of the entrance hall and toilets.
22. In the event of any breach of the above conditions, the hiring may be cancelled without prior notice at the absolute discretion of MCDT, and any charges paid, including the hiring charge, may be forfeited.
23. MCDT reserves the right to cancel this agreement for any good reason beyond its control and in that event to return all fees and deposits paid to the Hirer.
24. MCDT's Hiring Agreement, conditions of hire and the information enclosed represent the complete contract between the Hirer on behalf of the management committee of the organisation referred to in the hiring application and MCDT. No variation or amendment to the conditions shall be valid unless they are in writing signed by an authorised employee or Trustee of MCDT.
25. The CDT reserves the right to reject bookings when, at MCDT's sole discretion, it is felt that matters for discussion are, or are likely to be, in any way obscene, sexist, homophobic, racist, offensive, controversial or sensitive in any way or which may breach community cohesion and/or the policies of the MCDT. The hirer will need to provide full details of any speakers or performers for the event and detail of the content of the event. If this information is not forthcoming, MCDT may refuse or cancel the booking
26. Room hire rates will be reviewed annually in line with inflation.
27. In the event of a cancellation, a charge of 50% of the room hire fee will be made, if at least seven days notice is not given to MCDT. If your booking includes catering you will be fully charged, unless one week notice is given to MCDT.
28. Payment of fees. An estimated fee will be agreed with the hirer prior to the event and a deposit may be required. MCDT will normally invoice the hirer for the final fees after the event (and any additional charges have been allowed for). Our terms for payment are 30 days. MCDT reserves the right to add interest for late payments; this will be at a rate of, the Bank of England current base rate plus 8%. Should the hirer fail to make any payment to MCDT by 30 days; MCDT will seek to recover any loss through HM Courts and Tribunal Service.