16 Portland Street

Cheltenham

GL52 2PB

###### GLOBAL FOOTSTEPS

Room hiRE BOOKING FORM/AGREEMENT

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­
**EVENT DETAILS**
Event date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of delegates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Event name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Finish time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT DETAILS**

Payment by bank transfer to Co-Op Bank

Sort Code: **08-92-99**

Account Number: **65366420**

Account Name: **Global Footsteps**

Please use **ROOM HIRE** as Reference.

**ROOM HIRE INCLUDING EQUIPMENT**

Room hire includes the use of all room facilities

* LCD Projector
* Whiteboards & pens
* Flipcharts & pens
* Available books

**DATA PROTECTION**

This hire agreement contains the terms and conditions that are binding upon any person, club, society or organization hiring a room at Global Footsteps referred to below as “**the Charity**”.

By submitting this document, you are giving your consent for The Charity to store and process all the data contained in this form.

The Charity will not share any information with other parties.

The Charity must receive all final details five days before the date of the event. These include the required room layout, number of attendees and catering and equipment requirements.

The terms and conditions are set out below. The hiring of the room is not confirmed until this document has been signed, agreed by both parties and returned to the Charity.

**Terms and Conditions of Room Hire**

1. **Bookings**

Bookings will only be accepted in person, following receipt of a signed hiring form. The person signing the form shall for the purposes of these Terms and Conditions be deemed to be the Hirer. No transfer of bookings or sub-bookings will be allowed. The function room may, at the Charity’s discretion, be booked for a single event more than one year in advance subject to the strict understanding that the scale of charges at the date of the function will apply unless payment is made in full at the time of the booking. The facilities may only be used for the purposes and period stated on the form, unless the Hirer has obtained the prior written consent of the Charity.

1. **Payment of Charges**

The function room is let in accordance with the scale of charges drawn up by the Charity and provided to the Hirer at time of enquiry. The Hirer shall be liable for any additional expense incurred by the Charity if the event or function overruns the pre-arranged period of hire.

1. Single events – On receipt of this signed document, an invoice will be issued by the Charity which should be paid in full at least 14 days before the date of the function or event.
2. Block bookings – In the case of block bookings, the full amount for a minimum of four weeks must be paid in advance.
3. A refundable deposit will be required for all bookings to secure the date. Deposits or part of the deposit may be withheld if the Charity incurs any damage or excessive cleaning costs during the hire period of the Charity facilities.
4. Payments should preferably be by bank transfer. Please refer to the Charity regarding payment by credit/debit cards.
5. **Cancellations**

The Charity reserves the right to refuse any bookings and to cancel any booking upon grounds which will be communicated to the Hirer. In the event that the Charity cancels a booking, it will do so in writing and either refund all fees already paid or offer alternative dates. The Charity shall not be liable for any loss sustained by the Hirer as a result of any such cancellation. Cancellations by the Hirer should be notified to the Charity in writing. If the Hirer cancels a booking within 15 days of the hire date, the full fee must be paid.

1. **Limits of accommodation**
2. The number admitted to the function room must not exceed 30. The Hirer shall be responsible to ensure these limitations are observed.
3. As we are in a ‘Drink Controlled’ area, no drinks are to be consumed outside the premises.
4. The Charity reserves the right to carry out a search on any person entering the charity.
5. Alcoholic Drinks are not allowed to be brought in and consumed on the premises.
6. Use of illegal drugs and other illegal substances are strictly prohibited on Charity premises.
7. Any person attending the Charity who appears to be intoxicated or under the influence/possession of illegal drugs will be asked to leave the premises.
8. Children or young adults under the age of 18 will be required to leave the premises by 10pm.
9. **Entry of officials**

The Hirer shall allow any Trustee of the Charity access to the function room at all times.

1. **Catering**

The charity has limited catering facilities, the Hirer may bring food in or may use external caterers. However the requirements should be discussed and agreed with the Charity.

1. **Children's entertainment**

'Children's Entertainment' is entertainment specifically organised for persons under the age of eighteen. Children's entertainment may only be held with the written consent and specific legal considerations from the Charity coupled with compliance with Child Protection legislation.

1. **Damage to premises or equipment**

The Hirer shall be expected to take reasonable care in using the premises and shall be liable for any damage to the premises of the fixtures, fittings, furniture and any equipment or articles provided within the Charity premises and caused by the Hirers use of the premises. The cost of restoring the premises, the fixtures, fittings, furniture and any equipment or articles provided within the Charity to their original condition shall be assessed by the Charity. No screws or nails shall be driven into walls, floors or ceilings of the premises, or the fixtures and fittings. The Hirer shall leave the premises in a clean and tidy manner. In the event of damage, payment for costs of repair or replacement will be incurred by the Hirer.

1. **Injury to persons and damage to property**

The Charity and its servants or agents will not be held responsible for any damage or loss of goods, property or equipment or for personal injury (except in the case of negligence by the Charity) on the Charity's premises or land, howsoever caused. The Hirer shall indemnify the Charity, its servants or agents against any claims, which may be made in respect thereof. Any accident must be reported to the Charity as soon as possible after its occurrence, but in any event, prior to departing from the Charity premises and details must be recorded in the Charity’s accident book.

1. **Decorations and fixings**

No decorations, flags, emblems, posters or any other loose articles may be fixed to walls, floors, ceilings, fixtures or fittings without the prior agreement of the Charity.

The use of confetti, streamers, party poppers, sequins is not permitted in the Charity without prior agreement. Some of these may be subject to an additional cleaning charge.

1. **Removal of equipment**

The Hirer and/or contractors or others engaged by the Hirer to supply decorations, fittings or other facilities will be required to remove and clear away all articles belonging to them by the end of the hire period.

1. **Lighting and other electrical equipment**

No additions or alterations to the lighting, loud speakers, microphones or other electrical arrangements may be made without the written consent of the Charity. Pyrotechnics of any sort must not be used without the written consent of the Charity. No electrical apparatus may be brought on to the premises unless the Charity is satisfied that the equipment has been checked and passed in accordance with Health and Safety Regulations. The Charity reserves the right to request copies of proof of certification of safety for such equipment.

1. **Fire safety**

No smoking is allowed in any part of the building. The Hirer shall ensure that there is no interference whatsoever during the period of hire with fire extinguishers or any other fire-fighting equipment except in the case of an emergency. The Hirer must not interfere with fire doors and doors fitted with automatic closures. The Hirer shall keep every corridor, passage and exit of the premises clear of obstruction and ready for use in an emergency. Materials used in the construction of items or costumes or other apparatus brought on to the premises by the Hirer, should be treated and maintained in a fire-retardant condition in accordance with current legislation.

1. **Insurance**

The Hirer may be required to provide evidence of appropriate Public Liability Insurance. The Hirer shall not do, or permit to be done, anything which, in the opinion of the Charity, is not covered by its policy or policies of insurance in relation to the use of the premises, or which will cause any increased or extra premium to be payable, without the written consent of the Charity. Fees may be increased and additional conditions imposed if required by the Charity's insurers in respect of additional risks.

1. **Advertising**

No advertising material shall be exhibited within the curtilage of the premises without first being submitted to and approved by the Charity. All correspondence, posters and other publicity should refer to the venue as follows: Global Footsteps, 16 Portland Street, Cheltenham GL52 2PB.

1. **Flyposting**

Flyposting in relation to booked functions is illegal. Any distribution of advertising posters and/or leaflets not relating to the booking is not permitted.

1. **Animals**

With the exception of guide dogs, no animals shall be allowed to enter the function room.

1. **Disorderly or dangerous conduct**

Any booking which, in the opinion of the Charity, may be contrary to decency or good manners or likely to lead to disorder may be cancelled forthwith on written notice to the Hirer. The Hirer shall not allow any disorderly, dangerous or improper conduct, or conduct which may endanger personnel, equipment, fixtures or fittings provided within the Charity's premises, during the course of the hiring. The Charity may order the immediate, total or partial, clearance of the premises, if it considers such action to be necessary. The Hirer shall be liable for any extra expense that the Charity may incur by engaging Police Officers to preserve law and order.

1. **Licensing**

The Hirer shall strictly observe and comply with all conditions of music, singing and dancing and/or stage play licences issued by the Local Licensing Authority in respect of the premises. A copy of such conditions can be inspected during normal office hours on request. No sweepstake, gambling, raffle or other form of lottery shall be promoted, conducted or held on the premises, except such lottery as is deemed lawful by virtue of any enactment relating to gambling, betting and lotteries, or any raffle for which the Charity has given prior written approval and the relevant licence or permit has been obtained. Any such activity will be defined in the additional consent section on the first page.

1. **Infringement of copyright**

The Hirer shall not use the premises for the performance in public of any dramatic musical work or for the delivery in public of any lecture in which copyright subsists without the consent of the owner of the said copyright, or in any other manner infringe any subsisting copyright. The Hirer shall indemnify the Charity against infringement of copyright occurring during the period of hire.

1. **Broadcasting**

The Hirer shall not grant sound or television broadcasting or filming rights without the prior written consent of the Charity. If such consent is given, the Charity reserves the right to be party to any negotiations as to the terms and conditions of any agreement to share any income and publicity derived therefrom.

1. **Photographs/Video**

No camera or other recording equipment may be brought on to the premises for commercial purposes, unless the Hirer has obtained the prior consent, this will be recorded in the additional Consent section on the first page of this contract.

1. **Compliance with conditions**

In the event of the refusal to comply with these conditions or any reasonable instructions given by the Charity, the Hirer and any persons attending the functions may be excluded from the premises.

1. **Complaints**

Any complaints should be addressed in writing to the Room Hire Co-ordinator at Global Footsteps 16 Portland Street, Cheltenham GL52 2PB.

1. **Alterations**

The Charity reserves the right to amend or vary these conditions or impose additional conditions without notice and will provide details of any changes to the Hirer. I agree to the terms and conditions supplied with this booking form.

**Signed (Hirer):**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed (on behalf of the Charity):**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please return to:

Room Hire Co-Ordinator

Global Footsteps

16 Portland Street

Cheltenham

GL52 2PB