

Bishop's Castle Heritage Resource Centre

Room/Facilities Hire Form



Name of Organisation:		Contact Name:	
Address:			
Tel No:		Email	
Date of hire:	Start time:	Finish time:	
Facilities requested:			
Purpose of hire:			
I have read and understood the Conditions of Booking overleaf and agree to abide by them		For BCHRC use	
Signed	Date	Key arrangements:	
		Invoice ref no:	

Conditions of Hire – Room or Facilities at Bishop’s Castle Heritage Resource Centre

For the purposes of these conditions Hirer means an individual hirer or an organisation’s authorised representative.

1. Smoking is not allowed at any time in any part of the centre
2. During the hire period the Hirer is responsible for the behaviour of persons using the premises and for leaving the premises and contents as found, The centre must be left properly locked and secured or in the charge of a member of BCHRC.
3. The Hirer must not use the premises or facilities for any purpose other than that described on the hire form, and must not sub-hire the premises. Nothing may be done on the premises which is unlawful or which may endanger the premises or contents or render the centre’s insurance policies invalid.
4. Your attention is drawn to the location of the fire fighting equipment and instruction sheet to the left of the door into Chapel Yard. There is also fire fighting equipment on the mezzanine. Any outbreak of fire on the premises, however slight, must be notified to BCHRC in writing.
5. The Hirer must ensure that any electrical appliances brought by him/her to the premises and used there are safe and in good working order, and are used safely.
6. The Hirer shall indemnify BCHRC for the cost of repair of any damage done to any part or contents of BCHRC which may occur during the period of hiring as a result of the hiring.
7. If the Hirer cancels the booking with less than seven days notice BCHRC reserves the right to charge a portion of the fee that would have been payable.
8. The Hirer must ensure that the minimum of noise is made on arrival and departure.
9. The Hirer must ensure that no dogs except guide dogs are brought into the centre.
10. In the event of the centre or any part of it being unfit for the use for which it has been hired BCHRC shall not be liable to the Hirer for any resulting loss or damage whatsoever.
11. BCHRC reserves the right to refuse a booking or to cancel a booking by giving seven days notice in writing to the hirer. BCHRC will refund any deposit or hire fee paid, but will not be liable to make any further payment to the hirer.
12. The disposal of rubbish should be in accordance with recycling best practice. Bottles, tins, paper and plastic should all be sorted and put into the green recycling box.