



King Georges Field Charity

Trustee - Ferndown Town Council, Charity No. - 301136

King George V Pavilion, Peter Grant Way, Ferndown, Dorset, BH22 9EN

Office: 01202 892249. Email: enquiries@ferndown.gov.uk

Booking Form and Hire Agreement

COVID information

In order to comply with government guidance and keep hirers, staff and contractors safe, King Georges Field Charity has implemented COVID-19 special conditions of hire in addition to the normal conditions of hire which are kept under constant review and are subject to change without notice. All hirers will be required to carry out a COVID-19 risk assessment and supply a copy.

Hirer's details (minimum 18 years of age, or 25 if the hire is for an event with music and/or alcohol)				
Name:				
Address:				
Landline:	Mobile:			
Email:				
Facilities required at the New Pavilion (please tick)				
<input type="checkbox"/> Regency Room (capacity 80 people)	<input type="checkbox"/> George Room (capacity 30 people)			
<input type="checkbox"/> King's Room (capacity 38 people, only available to hire between 1 October – 31 March)				
<input type="checkbox"/> Whole venue	<input type="checkbox"/> Kitchen area			
<input type="checkbox"/> Will alcohol to be served? (See Conditions of Hire point 31)				
<input type="checkbox"/> Will music to be played? (See Conditions of Hire point 32)				
Event details				
Day and date of hire:	Time from:	to:		
Total hours:				
Estimated numbers attending:	Children:	Adults:		
Description of event:				
Please note hire time must include time for set up and clearing away				
Repeat bookings only:	<input type="checkbox"/> daily	<input type="checkbox"/> weekly	<input type="checkbox"/> monthly	<input type="checkbox"/> term time only
All bookings and payments must be paid two weeks in advance of confirmation of booking.				
Damage deposit rates: day to day hire no equipment £50 - event with music / alcohol £500 - large social event (e.g. party/wedding) £1,000.				
Deposit, hourly hire rate and total cost will be confirmed by invoice once the booking form has been accepted.				
Method of payment (please tick relevant box):				
<input type="checkbox"/> Cheques (please make cheques payable to "King Georges Field Charity" for the attention of the Office Manager at Ferndown Town Council, Barrington Centre, Pennys Walk, Ferndown BH22 9TH)				
<input type="checkbox"/> BACs payment (sort code 52-41-37 account number 46104291, and include invoice number for reference purposes)				



King Georges Field Charity

Trustee - Ferndown Town Council, Charity No. - 301136

King George V Pavilion, Peter Grant Way, Ferndown, Dorset, BH22 9EN

Office: 01202 892249. Email: enquiries@ferndown.gov.uk

Please provide your bank details for refunding damage deposit:

Account name:

Account number:

Sort code:

Confirmation of booking:

I have read and accept the conditions of hire (below) and apply for use of the facilities as listed above. I agree to a damage deposit to be specified by Charity staff.

I am over 18/25 (cross out as appropriate) years of age.

I agree that I have read and understand King Georges Field Charity Privacy Notice (page 3). I agree by signing the consent box below that the Charity may process my personal information for providing information and corresponding with me. I have the right to request modification on the information that you keep on record.

I agree to leave the hire area clean and tidy, including kitchen, toilets, hallways and outside; to put all equipment away, and to leave the venue as you found it.

Signed:

Date:

Name printed:

Ferndown Town Council use only:

Invoice total:

Invoice no:

Date deposit received:

Deposit amount:

Deposit received: BACS/cash/cheque

Deposit refund date:

Deposit amount refunded:

Deposit refund: BACS/cheque/cash

Privacy Notice

Ferndown Town Council is a data controller. This means we need to collect your personal data so we can process room hire bookings. We will only collect the personal data from you that we need to process room hire bookings. Information collected includes names, addresses, phone numbers, email addresses, nature of the room booking. If a complaint relates to a service received by another person, we will contact them separately for consent if this is appropriate in the circumstances.

We do this in the public interest. We will not be able to process your booking without the personal data you provide us with.

We do not share or sell information with any other party.

We need to hold accurate and up to date information about you so that we can deliver appropriate services. If any of your details change, you need to tell us as soon as possible so that we can update your records. We will not: use your information for marketing or sales purposes without your prior explicit consent, send or store your data abroad unless it meets the requirements of the Data Protection regulations, make decisions about you based on automated processing.

We keep all records relating to room hire booking for a period of seven years.

You have the right to access the personal information we hold about you. Any access requests are free of charge. If the information we hold about you is inaccurate, you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to ask us to erase your personal data in certain circumstances ('right to be forgotten'). You have the right to ask us to stop or restrict the processing of your personal data, in certain circumstances. Where possible, we will seek to comply with your request, but we may need to hold or process information to comply with a legal requirement. You can make any of these requests by emailing townclerk@ferndown.gov.uk or by letter to the Town Clerk, Ferndown Town Council, The Barrington Centre, Ferndown, Dorset BH22 9TH.

If you are dissatisfied with how we have used your personal information, you can complain to the Information Commissioner's Office at casework@ico.org.uk. Ferndown Town Council's Data Protection Officer is Louise Harrison, the Town Clerk.



King Georges Field Charity

Trustee - Ferndown Town Council, Charity No. - 301136

King George V Pavilion, Peter Grant Way, Ferndown, Dorset, BH22 9EN

Office: 01202 892249. Email: enquiries@ferndown.gov.uk

CONDITIONS OF HIRE

1. All hire is at the discretion of King George's Field Charity and its authorised Officers. Officers reserve the right to refuse a booking.
2. All bookings are to be made by submitting a signed and completed booking form (by post or email) and paying the hire/deposit charges to King George's Field Charity once an invoice has been generated. No booking is considered as confirmed until ~~this has been done~~ **the invoice has been settled in full**. Regular hirers will be invoiced by arrangement with officers. All hirers are required to pay for bookings in advance of hire **and release the provisional booking**.
3. All booking enquiries are held for 2 weeks **as a provisional booking** and at the discretion of officers. If confirmation via a booking form is not received within this period, Officers reserve the right to cancel the enquiry.
4. A refundable damage deposit fee will be payable at the time of making the booking for all hire. The amount will be confirmed by Officers and refund will be subject to **Officers being satisfied that**:
 - the area(s) hired are cleared and cleaned for subsequent hire to go ahead as scheduled,
 - **guidance will be given by Charity staff at the start of the hire period and should be followed in order to avoid loss of deposit, - advised to delete this bullet point to stop hirers arguing they were not advised what they needed to do**
 - the hirer vacates the premises promptly at the end of their hire period as specified on the booking form,
 - **there is** no loss or damage has occurred to the area(s) hired or contents,
 - **no** additional time for setting up and/or clearing away is used,
 - **no** additional cleaning is required by Charity staff following the hire period.

Deductions will be made from the deposit if the ~~above points are contravened~~. Officers are not satisfied the points above have been complied with. The King George's Field Charity reserve the right to issue an additional invoice after the hire if any damage caused by the hirer exceeds the amount of the deposit.
5. The hirer must be age 18 or over or 25 for music / alcohol related hire.
6. The hire time booked by the hirer must be adhered to and should include time allowed for setting up, cleaning and vacating the venue.
7. The hirer is responsible for being in charge of the premises during the hire period, including emergency evacuation procedures (see point 27), responsibility for unauthorised access, any damage caused and the security of the building.
8. The hirer must only be in the venue for the hours paid for – other hirers may be booked into the venue after your hire and the hirer is only insured for the hours invoiced for.
9. The hirer will ensure that the number of people using each room/venue does not exceed that permitted.
10. The hirer will ensure that the purpose and conduct of the agreed hire does not disrupt the use of any other room hired by others.
11. **The hirer acknowledges that no relationship of landlord and tenant is created between the King George's Field Charity and the Hirer by this agreement.**



King Georges Field Charity

Trustee - Ferndown Town Council, Charity No. - 301136

King George V Pavilion, Peter Grant Way, Ferndown, Dorset, BH22 9EN

Office: 01202 892249. Email: enquiries@ferndown.gov.uk

12. Sub-letting is not permitted.
13. No animals (except assistance dogs) are allowed in the venue.
14. Smoking is NOT permitted in any of our venues (including the use of e-cigarettes).
15. Hirers that use the Charity's facilities do so at their own risk and are responsible for meeting all food and hygiene regulations.
16. Any electrical appliances brought into the venue and used shall be certified safe and in good working order, using residual current circuit breakers where appropriate **and the Hirer shall only use additional heating, power, cabling or other electronic fittings or appliances with the prior consent of King George's Fields Charity.**
17. The use of LPG appliances or other flammable substances are strictly PROHIBITED.
18. King George's Field Charity will not accept liability for any loss or damage to property brought into or left at the venue in connection with any hiring **nor shall it accept any liability for loss of profits, sales or business or any other indirect or consequential loss suffered by the Hirer as a result of the hire of the venue.**
19. The hirer is advised to be insured against third party claims which may lie against them whilst using the facility. (The Charity is insured only against claims arising from its own negligence). **The King George's Fields Charity shall not be liable for the death of, or injury to, the Hirer or the Hirer's employees, contractors or any other guests or invitees to the venue save where such death or injury is caused solely by the King George's Fields Charity's negligence.**
20. All catering arrangements must be agreed with Officers at the time of booking. **The King George's Fields Charity does not guarantee any catering arrangements made at a later date.**
21. The area(s) hired should be left clean, tidy, rubbish removed and suitable for the next hirer. Any necessary additional cleaning will be charged.
22. All tables, chairs and other equipment used by the hirer must be replaced as found in their storage area.
23. During the hire period the hirer shall not interfere with any **lighting, heater, cabling or other electrical installations fittings or appliances at the venue**, nor drive any nails or pins into walls or woodwork, nor use sticky tape or other materials on surfaces which could possibly be damaged by such use.
24. The hirer shall not use the venue or allow the venue to be used for any unlawful purpose or any unlawful way or do anything in the venue that would render invalid any insurance policies in respect to the venue.
25. The hirer shall ensure that users do not contravene law in relation to gaming, betting and lotteries compliance.
26. **The Hirer shall not do or permit to be done anything at the venue which is illegal or which may me or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the King George's Fields Charity or to any other users of the venue or any owner or occupier of neighbouring property.**



King Georges Field Charity

Trustee - Ferndown Town Council, Charity No. - 301136

King George V Pavilion, Peter Grant Way, Ferndown, Dorset, BH22 9EN

Office: 01202 892249. Email: enquiries@ferndown.gov.uk

27. The use of smoking machines or any form of pyrotechnics is strictly PROHIBITED either inside or outside the building.
28. Under the Children's Act 1989 and safeguarding procedures, the hirer is responsible for safeguarding procedures in relation to hire involving anyone under the age of 18 children and vulnerable adults.
29. Hirers must ensure that all fire exits, passages, and doors are kept free and unobstructed during the hire period. All venues display fire evacuation procedures.
30. The hirer must report all accidents involving injury or damage to the Office Administrator as soon as possible and to record any accidents in the "Accident Book" located in the kitchen of each room. Any failure of equipment must also be reported as soon as possible.
31. Hirers are to comply with the Public Entertainment License and ensure that any music ceases at 11pm.
32. Alcohol
Hirers that intend to sell alcohol will require a Temporary Events Notice (TEN) from Dorset Council (www.dorsetcouncil.gov.uk) and once authorised the hirer will need to provide a copy to the Charity (this is a legal requirement).
If a hirer uses a third party bar provider to sell alcohol the Charity will need to see a copy of their licence.
If the hirer plans to run an event where alcohol is included in the ticket price, a TEN is required.
33. Hirers are to note that the Charity's venue is in a residential area. The hirer should ensure that noise is kept to a minimum. A complaint in relation to noise or anti-social behaviour will be treated as a breach of the hiring agreement and will lead to the loss of the hirers deposit, and cancellation of future bookings without refund and refusal of future bookings.
34. Music
When playing music of any kind, all external doors and windows must be kept closed after 8pm and all music must stop by 11pm in compliance with the Premises Licence for the venue.
The Charity will need to contact the band / DJ you have hired to explain the noise compliance and procedures.
No music of any kind is to be played outside the building in the open air.
33. Hirers will need to bring the following equipment:
 - replacement bins bags
 - washing up equipment
 - tea towels and J-cloths
 - tableclothsThe Charity does not provide the above equipment for hygiene reasons.
34. No goods or equipment may be left stored at the venue without prior permission of the Charity. Any goods or equipment which are stored are left at the owner's risk. King George's Fields Charity accept no responsibility for loss and/or damage of anything stored. A fee for storage may be charged, at the Charity's discretion.
35. Decorations
Hire areas can be decorated by using existing pins on the picture rails. The use of 'blu tack' on is also allowed on the windows only providing it is removed at the end of hire.
The use of 'sellotape', other pins or 'blu tack' or any other adhesive on the walls, doors, window-frames, floors or tables is not allowed. Failure to comply will result in the loss of your deposit.



King Georges Field Charity

Trustee - Ferndown Town Council, Charity No. - 301136

King George V Pavilion, Peter Grant Way, Ferndown, Dorset, BH22 9EN

Office: 01202 892249. Email: enquiries@ferndown.gov.uk

36. General housekeeping :

- rubbish bags must be taken away and bin bags replaced,
- all doors and windows should be closed,
- chairs and tables should be wiped down and put away in appropriate storage cupboards/areas,
- all floors must be swept and mopped,
- all lights should be switched off,
- toilets need to be checked for mess and tidied and cleaned as appropriate,
- main doors should be locked, and the key put in the key safe,
- the external gate to the site should be closed and locked on your way out.

37. Cancellations: all cancellations **by the Hirer** must be confirmed in writing to the Office Administrator (either by post or email) and a cancellation fee applied as follows:

- cancellation with 28 days plus notice, administration fee of £25;
- cancellations with 15 days plus notice, 50% of the total hire charge,
- cancellation with 14 days or less notice 75% of the total hire charge.

38. King George's Field Charity reserves the right to cancel any hire booking at any time and in such cases, fees paid shall be refunded to the hirer. The Charity shall not be liable to pay any compensation to any person in respect of the cancellation. **This last sentence is not enforceable.**

39. **The King George's Fields Charity reserves the right to search all containers, bags, boxes and equipment coming into or leaving the venue, including those brought onto the venue by guests during the hire period.**

40. Hire charges are reviewed annually with changes being applied with effect from 1st April. The Charity reserves the right to amend charges and these conditions at any time.

41. **No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).**

42. **This agreement does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the agreement.**

43. **Governing law - the agreement, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation, shall be governed by, and construed in accordance with the law of England and Wales.**

44. **Jurisdiction - each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the agreement or its subject matter or formation.**