



**BOOKING FORM FOR HIRE OF
FUTURES HOMESCAPE LIMITED
(trading as Futures Housing Group)
COMMUNITY CENTRE**

01 May 2016 edition

Name of Group :

Name of Centre :

Dates Required <i>Include reoccurring dates</i>	Time Required AM/PM <i>include set up and clear away</i>	Community Centre Used
<i>E.g. 27th June 2014</i>	<i>10.00am – 15.00pm</i>	<i>Firs Gardens</i>
Additional dates can be added over leaf if required....		

Name of hirer & full contact information	Name & full contact details of who to invoice <i>(if different from hirer)</i>
Name:	Name:
Home Tel:	Home Tel:
Mobile:	Mobile:
Email:	Email:
Address:	Address:
Postcode	Postcode

Charitable Organisation : **Charity No :** **Non Profit making groups/event :** **Tenant :** **Other group / event :**
Approximate No. of people attending:.....

The hirer is responsible for leaving the room clean and tidy after use. Facilities are provided for the making of tea and coffee etc. Beverages are not supplied.

Futures Homescape Ltd (FHL) reserves the right to withdraw use of the centre at short notice, if unforeseen circumstances make it necessary to do so. Please notify FHL of any changes to your booking dates as soon as possible as instructed in the terms & conditions. Please read carefully the attached terms and conditions.

Signature : **Print Name:**

Date:

CONDITIONS OF USE

In the conditions:

FHL means Futures Homescape Limited.

The centre means the Sheltered Scheme Community Centre owned by FHL.

The officer means Customer Services Team or Neighbourhood Support Coordinator.

The hirer means the person or persons who will sign the booking form.

The event date means the date of the event or facility for which the booking is made.

1. **Correspondence:** All correspondence should be addressed to the Customer Services Department, Futures Homescape Ltd, PO Box 6458, Asher Lane, Ripley, Derbyshire DE5 3BF.
2. **Bookings:** The hirer must complete and sign an official booking form prior to the event date. The booking will not be confirmed until the official booking form is received and acknowledged by Futures Homescape Limited.
3. **Keys For The Centres:** Keys for the Community Centres may be picked up at the Asher Lane Office no earlier than five working days prior to the event and returned to Asher Lane Offices no later than five working days after the event. There will be a £10.00 charge for the loss of a key.
4. **Charges:** The charges for the use of facilities and equipment shall be laid down by FHL who reserve the right to vary them without notice.
Uses and charges. It is your responsibility to tell us which category your booking is:
 - (a) **Charitable Organisation : a registered charity - £8 per hour**
 - (b) **Non-profit making group : a group/event that is run for the benefit of residents in the community, and where any profits are utilised for the benefit of the group - £9 per hour**
 - (c) **Other groups : this can include a business - £12 per hour****If two rooms are used then you will be charged for two rooms.**
5. **Invoices:** Payment of all charges arising from the booking of facilities must be made within 30 days of receipt of invoice. Failure to make payment within the period specified may at the discretion of the officer, result in the cancellation of the booking or withdrawal of future bookings.
6. **Cancellation by the hirer:** Cancellations by the hirer must be made in writing. The following charges will be payable by the hirer.
 - (a) **If written notification is received by the officer more than 14 days before the event date – no charge.**

(b) If written notification is received by the officer 14 days or less before the event date – the full charge for the booking remains payable.

- 7. Cancellation by FHL:** FHL reserves the right to refuse any application or cancel or terminate any booking for whatever reason whatsoever. All monies paid in by the hirer prior to the cancellation or termination in accordance with the conditions of hire will be refunded, but FHL will not be liable for any additional expenditure incurred or loss resulting directly or indirectly from any such cancellation howsoever caused.
- 8. Advertising:** No function shall be advertised or announced until the booking has been confirmed without prior consent in writing of the manager. Furthermore, the practice of fly posting is an offence and could lead to cancellation of the booking.
- 9. Damage:** The hirer shall be responsible for and shall pay to FHL on demand the cost of any damage to the centre or any part thereof including any facilities, furniture, fittings, apparatus or any other contents arising out of or in connection with the booking how ever caused.
- 10. Indemnity:** The hire shall indemnify FHL from and against any claim for damages or expenses that may be made against FHL in respect of any injury or loss sustained by any person or damage to property arising out of or as a result of the hiring. The hirer can expel any person acting in a disorderly manner or disobeying the instructions of the caretaker or his appointed representative.
- 11. Insurance:** The hirer must ensure that adequate insurance is in place appropriate to the hiring. Without prejudice to this requirement, FHL through the officer may require the hirer to insure against any risks that he considers necessary. The officer may also at his/her discretion require the hirer to deposit a sum of money as security for the payment of charges to ensure compliance with these conditions.
- 12. Gambling:** No sweepstakes, raffles or any other forms of lottery shall be promoted, conducted or held within the centre except lawful lotteries.
- 13. Lost Property:** Any property found in the centre which is believed to be lost will be kept by the officer for a period of one month where upon the item may be disposed of in accordance with the centre's lost property policy. FHL accepts no responsibility for any loss or damage to any personal property, articles or equipment at the centre however caused.
- 14. No Smoking Policy:** In the interests of health, FHL operates a no smoking policy in all areas of the centre. No smoking whatsoever shall be permitted in the centre.
- 15. Alcohol:** No alcoholic drinks to be sold or consumed within the centre.
- 16. Animals:** No animals shall be brought into the centre without the permission of the officer – with the exception of guide dogs.
- 17. Taxation:** The hirer shall be responsible for payment of all taxes and license fees which become payable as a result of hiring.

18. Legislation: The hirer shall be responsible for ensuring that all activities comply with all relevant legislation and guidance including FHL policies and in particular Health and Safety legislation.

19. Data Protection: FHL is a registered data under the Data Protection Act 1984. Details of the hirer may be stored on a computer. We will not share any of your information to any third party without your express permission.

20. Breach of Conditions: Upon any breach of conditions by the hirer, FHL or the officer may terminate the hiring forthwith even if the period of hiring has not expired.

21. Interpretation: The Chief Executive Officer shall determine any questions arising as to the interpretation of these conditions or of the charges.