**Booking the Kingsley Room**

*To confirm your room booking* ***this form must be completed*** *in full and returned to*

***info@theburton.org*** *or posted to* ***Burton at Bideford, Kingsley Road, Bideford, EX39 2QQ***



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of hire**  (including multiple dates if applicable) |  | | | | |
| **Time of hire**  (including set up/pack up time) | From: To: | | | | |
| **Name of organisation / hirer** | | **Contact name** (if different from hirer) | | | |
| **Contact telephone** | | **Contact email** | | | |
| **Invoice address** |  | | | | |
| **Secondary contact details**  (in case of emergency) |  | | | | |
| **Reason for hire** |  | | | | |
| **Equipment required**  (please circle/delete as necessary) | Flip chart & pens  DVD/TV combination | | | | |
| **Catering requirements**  (please circle/delete as necessary and add quantities) | Café du Parc lunch buffet  £7.50 per person | | Tea from Café du Parc  50p per cup | | |
| Filter coffee from Café du Parc  £8 per pot makes 10 cups | | Basic supplies for self-catering  £6 Tea, coffee, sugar, milk | | |
| **Layout of room and approximate number of users** |  | | | | |
| **Hire charge**  (Please circle/delete as necessary) | Charity  (Please provide charity number) | Educational | | | Commercial |
| Day rate | Evening rate | | | Purchase order number (if applicable) |
| **Burton Insurance required?**  (Please circle/delete as necessary) | Yes  £7.50 please read and complete the attached copy of the Hirer’s Liability Form | | | No  Please provide a copy of your Public Liability Insurance | |



**Hirer’s Liability Form for Burton at Bideford Insurance**

Any individual/organisation hiring at the Burton at Bideford must have Public Liability insurance cover with a limit of indemnity of at least £5,000,000.

If the individual/organisation does not have sufficient insurance cover they must pay to be included on the Burton at Bideford Policy or the hire of the facility cannot take place.

If the individual/organisation already has sufficient insurance cover, proof must be provided by way of sight of the current original schedule. This schedule must show the start and end date of the policy and the limit of indemnity of £5,000,000.

Due to the high cost of Public Liability insurance cover ‘The Burton’ have arranged for a policy to be introduced that hirers can use for a fee of at least £7.50 per hiring. This policy is not available for use by Political or Commercial Organisations.

**Please Note: This policy is subject to a £100 excess for loss/damage to property and contents. The payment of this excess will be the responsibility of the hirer and relates to each and every claim.**

**I hereby make application on behalf of the organisation referred to above, which I have been appointed to represent, for use of the premises as stated above. I acknowledge and accept the The Burton at Bideford’s conditions of hire and agree to pay all fees on demand. (Accounts will be rendered within 30 days). Bookings will be charged unless notification of cancellation is received 48 hours prior to the commencement of the booking.**

Signature of Hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

*(In signing this form I agree to the terms and conditions of hire as shown on this form)*

**Terms and Conditions of Hire**

1. The hirer must be over 18 years of age and shall be responsible for the payment of all fees in respect of the hiring and for the observance and performance in all respects of the conditions and stipulations herein contained and on the part of the Hirer to be observed and performed.
2. ‘The Burton’ reserve the right to decline any application for hire without giving a reason therefor~~e~~.
3. The Hirer will be responsible for the preservation of order during the hiring and for any damage that may be done any part of the premises as a consequence of the hiring or which would not have occurred if the hiring had not taken place. In the event of any such damage, ‘The Burton’ may make it good and the Hirer, by acceptance of the hiring subject to these conditions, will thereby be deemed to have undertaken to pay the cost of each repair, as assessed by Torridge District Council’s Corporate Property Manager.
4. The Hirer shall indemnify ‘The Burton’ from and against all costs, claims and demands whatsoever arising out of, or in connection with, the hiring of the premises or the use thereof, including loss, damage, injury or accident to any person during the hire period.
5. The Hirer shall effect and keep in place throughout the currency of this agreement a policy of insurance against loss, damage, personal injury and death which may arise as a result of the Hirer’s use of the premises and shall produce the policy of insurance to ‘The Burton’ prior to the period of hire.
6. ‘The Burton’ will not be responsible to the hirer for any loss, damage or accident arising from fire, theft or other cause other than negligent acts or omissions of ‘The Burton’.
7. The right of entry to the premises at all times is reserved by any authorised representative of ‘The Burton’ on producing evidence of their identity during the period of hire.