



Lockleaze Neighbourhood Trust

The Hub, Fedden Buildings, Gainsborough Square, Lockleaze, Bristol, BS7 9FB
Tel: 0117 914 112 Email: info@lockleazent.co.uk

- EVENT PAID
- ONE-OFF HIRE
- REPEAT HIRE
- DATE PAID IN FULL:

ROOM /EVENT & EQUIPMENT BOOKING FORM

Before filling out this form please phone us on 0117 914 1129 to discuss availability.

| | |
|--|---|
| ROOM HIRE: 9am - 5pm Monday to Friday <input type="checkbox"/> Cameron Centre or Hub Hall - £35**/£25/£20* | ROOM HIRE: Evenings and Weekends <input type="checkbox"/> Cameron Centre or Hub Hall - £40**/£35/£30* |
|--|---|

You will be responsible for doing your own risk assessment based on the activity you are undertaking to determine appropriate numbers and measures in place.

£50 refundable deposit required for all non-commercial bookings. ** Commercial rates are for self-funded or government funded organisations.

*Reduced rates are for Lockleaze residents, small charities (up to £100,000 turnover) & community events by a not-for-profit group or individual. Please ask us if you have any questions about our rates.

BOOKING DETAILS Please Note: Booking start time includes set up and take down of any event. You will not be granted access to the room before your start time, and you will need to leave the building promptly at the finish time.

| | | | |
|---|--|---------------------------|----------------------------|
| Day and Date of event | Approx. number of people | Booking start time | Booking finish time |
| Venue you would like to book <input type="checkbox"/> Hub <input type="checkbox"/> Cameron Centre | Type of event / additional info | Event start time | Event finish time |
| Hirer full name | Address | | |
| Telephone | | Email Address | |

REFRESHMENTS & EQUIPMENT DETAILS (please tick)

| | | | | | | | | | |
|---|--------------------------|--|--------------------------|--|--------------------------|--|--------------------------|---|--------------------------|
| Laptop £10 per event | <input type="checkbox"/> | Party Rocker <i>Including microphones if needed. £20 per event</i> | <input type="checkbox"/> | Projector £20 per event | <input type="checkbox"/> | Flipchart and pens £10 per event | <input type="checkbox"/> | Tea & Coffee £8 for every 20 people | <input type="checkbox"/> |
| TV (55") CC Only £20 per event | <input type="checkbox"/> | PA System <i>Including microphones if needed. £50 per event</i> | <input type="checkbox"/> | Projector Screen £15 per event | <input type="checkbox"/> | Photocopying 10p per A4 B&W page 20p per A4 colour page | <input type="checkbox"/> | Requirements | <input type="checkbox"/> |

Silent Disco Headsets (from £75 + £50 refundable deposit - 3 Channel, 30 Headset and charging cables)

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|---|------|--|------|---|
| £60 per box (Each box includes 30 headsets and charging cables) | Qty. | £5 Per Transmitters (3 Transmitters available, minimum 2 transmitters recommended) | Qty. | Collection Date (Monday to Friday 10am – 3pm only) |
| | | | | Return Date (Monday to Friday 10am – 3pm only) |

| | | | |
|--|---|--|---------------------------------------|
| PAYMENT DETAILS | LNT Ref No: Ex. 230519HAF Booking date, venue & customers first + second Initial | | |
| Organisation/ Individual to be Invoiced | £50 refundable deposit | Reason for non-refund of deposit | |
| Invoice Address (if different from above) | <input type="checkbox"/> Received | <input type="checkbox"/> Unsatisfactory cleaning | |
| Invoice Email (if different from above) | <input type="checkbox"/> Returned | <input type="checkbox"/> Rubbish left | |
| Purchase Order Number (if used) | <input type="checkbox"/> Not-returned | <input type="checkbox"/> Late leaving | |
| Agreed Hourly Rate: | <input type="checkbox"/> Other: | <input type="checkbox"/> Other: | |
| Total amount to pay: | Rpt. Hire Days | Rpt. Hire Payment Freq | Payment Method |
| | <input type="checkbox"/> Mon <input type="checkbox"/> Fri | <input type="checkbox"/> Annually | <input type="checkbox"/> BACS |
| | <input type="checkbox"/> Tues <input type="checkbox"/> Sat | <input type="checkbox"/> Six monthly | <input type="checkbox"/> Payment Link |
| | <input type="checkbox"/> Wed <input type="checkbox"/> Sun | <input type="checkbox"/> Quarterly | <input type="checkbox"/> Visa / Debit |
| | <input type="checkbox"/> Thur | <input type="checkbox"/> Monthly | <input type="checkbox"/> Cash |

Please read & accept the terms and conditions on the next page



TERMS AND CONDITIONS OF BOOKING

This is a community building used by many people. We ask you to help us look after the building by following these terms & conditions:

1. Payment

- 1.1 Full payment is due at least 14 days in advance of your booking, unless we have agreed to invoice you for your room hire in which case payment is due within 14 days of the invoice date.
- 1.2 Late Payment of Commercial Debts (Interest) Act 1998 and Late Payment of Commercial Debts Regulations 2002: Please note that these Acts give us the right to charge interest on late payments. The interest rate under the Act is the Bank of England base rate that applies during the period in which the debt falls PLUS 8%.
- 1.3 Additional costs may be added to your invoice for the following reasons:
 - Cleaning costs if the building is not left how it was found.
 - Excess rubbish left on site.
 - Cost of repairs to the building or contents if any damage occurs.
 - Overrunning of your allotted time slot.

2. Cancellation Procedure

- 2.1 If you notify us of your cancellation 14 days in advance of your booking you will receive a full refund.
- 2.2 Any less than 14 days' notice and you will be liable to pay the full cost of the room hire.
- 2.3 In the unlikely event that Lockleaze Neighbourhood Trust has to cancel your booking, we will give you at least 14 days' notice.

3. Health and Safety

- 3.1 The hirer must be over 18 years old and must be present for the period of the hire.
- 3.2 Children must be supervised at all times.
- 3.3 Any alterations to the fabric of the building must be discussed and agreed by a member of LNT staff prior to the event.
- 3.4 No naked flames allowed within the building. Any additional fabric used for an event must be fire proofed.
- 3.5 Fire escapes must be kept clear.
- 3.6 Do not prop or leave fire doors open for any period.
- 3.7 No dangerous or illegal activities, alcohol or smoking in the building.
- 3.8 Put all recyclables in the green recycling bin.
- 3.9 Take with you any non-recyclable waste that does not fit in the indoor bins.
- 3.10 Please make sure you leave the building as you found it- clean and safe.
- 3.11 No confetti, confetti balloons or glitter permitted.
- 3.12 It is your responsibility to report any damage of LNT property to a member of staff.
- 3.13 Due to licensing, you may not sell alcohol on the premises.
- 3.14 Lockleaze Neighbourhood Trust cannot accept responsibility for damage to, or the loss or theft of hirers/users' property and effects. However, please report any damage, loss or theft to LNT, who will make best efforts to assist you in finding your lost property.
- 3.15 Maximum capacity. On no account shall the maximum capacity of the Premises be exceeded.

- 3.16 Risk assessment: you are responsible for undertaking your own risk assessment for any activity taking place, LNT may ask to see your risk assessment, insurance, safeguarding policy at any point.
- 3.17 Covid risk assessment of the event is the responsibility of the hirer.

4. Equipment Hire / Loan Agreement

- 4.1 It is the hirer's responsibility to return the loaned/hired items at the end of the agreed loan period in the condition they were at the start of the period and to wipe the equipment down before returning them. Hirer's are expected to notify the LNT of any theft, loss or damage as soon as possible to reduce the risk of disruption to subsequent borrower.
- 4.2 It is the hirer's responsibility to charge the Silent Disco Headsets upon collection and before use.

Payment Details:

Payment can be made through Bank Transfer or Debit/Credit Card by Payment Link sent to your mobile number.

Lockleaze Neighbourhood Trust
 Charity No. 1063275 Company No: 03372115
 Account No: 20020170 Sort Code: 60-83-01

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| I have read in full and hereby agree to the Terms and Conditions of booking a Party with Lockleaze Neighbourhood Trust, as outlined above: | |
| Full Name | |
| Signed | |
| Date | |