Boomerang Community Centre reserves the right to refuse any request for use

|  |  |  |  |
| --- | --- | --- | --- |
| Hirer Details: | | Booking Number (Office use) | |
| Description of Event: | | | |
| Event Organiser (The Hirer) | | Invoice to (If different) | |
| Name | | Name | |
| Address | | Address | |
| Phone | | Phone | |
| email | | email | |
| *I have read and accept the terms and conditions of the hire* | Signature of Hirer | | Date |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Hirer Category Please Tick Box | | | | | | | |
| Resident | Individual | Commercial | Group | Charity | Government | School | Other |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Period of Hire | | | | | | | | |
| Single Hire | | | | Block booking (Local User Only) | | | | |
| From | Date | To | Date | | From | Date | To | Date |
|  | Time |  | Time | |  | Time |  | Time |

|  |  |  |
| --- | --- | --- |
| Venue, Services and Equipment (please tick) | | |
|  | Rate (see attached sheet) | £ Cost for this use |
| Building |  |  |
| Main Hall |  |  |
| Large Room |  |  |
| Meeting room |  |  |
| Office Space |  |  |
| Fitness Hall |  |  |
| Cafe |  |  |
| Kitchen Use (< 15 people) | Included |  |
| Kitchen Use (> 15 people) |  |  |
| **Equipment Available** |  |  |
| Projector (restricted use deposit applies) |  |  |
| Laptop (restricted use deposit applies) |  |  |
| Display Board (No Charge) |  |  |
|  |  |  |
| **Cleaning of the premises** – TBC (normally done by the hirer) |  |  |
|  |  |  |
| Tables (No Charge) | Number Required |  |
| Chairs (No Charge) | Number Required |  |

|  |  |  |
| --- | --- | --- |
| **Total Cost** | **£** | **Date received** |
| **Deposit** | **£** | **Date received** |
| **Balance to be paid** | **£** | **Date received** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Licence for alcohol | Yes | No | Licence Holder Name and Reference Number |
| If Children / Vulnerable Adults will be involved | Yes | No | Details of Safeguarding measures in place |
| Commercial Hirers must have their own insurance : Details of policy | | Name of Insurance Holder: | |
| Risk assessment provided by hirer if booking for group/activity (please return with booking form- not required for meetings) | | Yes/No N/A | |

**STANDARD CONDITIONS OF HIRE**

Please make sure you read and comply with the following terms and conditions of hire. Many are insurance conditions with potentially serious consequences if ignored. If you have any questions regarding the terms and conditions of use, please to do nut hesitate to ask and we will endeavour to resolve any issues.

**INSURANCE**

The insurance held by Boomerang covering the hall is only applicable for use by not-for-profit organisations. Commercial users of the premises will be required to show evidence of insurance.

**BOOKING FORM**

You must provide us with the following:

* The name of the person hiring the premises (the hirer) who **must be over 18 years old and must be present and in charge throughout the whole period of the hire**
* Details of the parts of the premises you wish to use. No other areas should be used by the hirer. The upstairs facilities and the main hall may be hired separately at the same time to different groups if this does not restrict use by either party. In such cases the use of the kitchen may need to be shared.
* The purpose of the hire given in the description of the event). The premises cannot be used for any other purpose.
* The number of people expected- the maximum capacity must not be exceeded. Please discuss with the Centre Manager if your event is likely to exceed 100 people.

**END OF HIRE, LOSS AND DAMAGE**

The hirer must:

* Leave the premises and surroundings in a clean and tidy condition with seating, tables and equipment returned to store and all equipment and supplies belonging to the hirer removed. Failure to observe this condition may result in a cleaning charge being applied.
* Remove all rubbish (use recycling where appropriate)
* Turn off all lights and electrical appliances
* Check the building is empty and then leave the building locked and secured
* Let the staff know immediately of any damage to the hall, furnishing, fittings, equipment, accessories or surrounds. Normally the hirer is responsible for the cost of any damage.

**USE OF THE BUILDING**

* No property may be kept or stored at the centre without the written permission of the Centre staff
* Boomerang accepts no responsibility for the loss or damage to any property brought to the Centre or its surroundings.
* No alterations should be made to the premises or to the fixtures or decoration without prior written approval from the Centre Manager. Blue Tac, pins, adhesive tape must not be used on the walls.
* No animals are allowed in the building with the exception of Registered Guide and helping dogs.
* Do not adjust the heating system without permission
* Only use any equipment you have been instructed in its use and are fit and competent to use.
* Please be conscious of energy use in the hall, switch off any unnecessary lights

**ELECTRICITY AND GAS APPLIANCES**

* No electrical or gas appliances may be brought into the centre or used without prior permission in writing
* The hirer must ensure that any electrical equipment brought into the Centre, once permitted, is in good working order and PAT tested.

**CANCELLATIONS**

The Hirer may cancel a booking up to 7days before the event without charge. After this period The Boomerang Community Centre reserves the right to charge the full cost of the hire.

Boomerang reserves the right to cancel a hire by written notice in the event of:

* A pandemic
* The premises being required for use as a Polling station
* The premises becoming unfit or unsafe
* An emergency preventing or requiring alternative use of the premises.

In such cases the hirer will be entitled to a refund of any deposit paid. Boomerang shall not be liable for any resulting direct or indirect loss or damaged whatsoever.

**FIRE**

The Hirer acknowledges that they have received instruction on

* The action to be taken in the event of a fire, however small. This includes calling the Fire and Rescue Service.
* The location and use of fire extinguishers and fire doors. Fire doors must not be wedged open
* Fire exits and escape routes and the need to keep them clear
* In the case of a fire the hirer will be responsible for checking that all persons have evacuated the building, unless their life would be put in danger in doing so.

**ACCIDENTS, HEALTH & SAFETY**

The hirer must report all accidents resulting in injury to any person, to the Centre Manager as soon as possible and complete an accident report in accordance with the reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR). Boomerang accepts no responsibility for injury sustained by the hirer.

**CHILDREN AND VULNERABLE ADULTS**

The Boomerang Community Centre has a policy for the safeguarding and protections of children (under 18 years) and for vulnerable adults. Boomerang subscribes to the principles of child protection promoted by Dundee City Council and takes account of guidance for the appropriate protection of any child involved in activities on the premises, and shall also be mindful of the needs of any such child.

Boomerang may require groups hiring the premises for activities involving children or vulnerable adults to provide details of the measures they have in place to protect them.

**If you event involves food preparation, the sale of alcohol, cinema or music performance, you must read and accept the following conditions.**

**FOOD SAFETY**

The hirer shall observe all relevant food, health and hygiene legislation and regulations.

The hirer is expected to familiarise themselves with the food preparation facilities available and to ensure that they are adequate for the purpose intended.

The hirer will require to remove all waste promptly.

Boomerang accepts no responsibility for food made and served or food brought to the hall and consumed in the hall.

**ALCOHOL**

Alcohol can only be served on the premises if a licence has been obtained for the event. The hirer is responsible for applying for a licence and must meet all the conditions of that licence including the provision of stewards where necessary.

Where alcohol is sold on the premises the hirer is required to provide a copy of the licence.

**PERFORMING RIGHTS**

The hirer must comply with all the Performing Rights Society Regulations and supply any relevant information to the Boomerang.

The hirer will obtain any necessary licence from the Phonographic performance Ltd in respect of sound recordings.

Where films are shown the hirer must ensure that age-restriction classifications are observed.

**HIRE RATES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Room | Residents | | Non-Residents  Commercial | Notes |
|  | Standard | Block Booking  (> 5 sessions) |  |  |
| Whole Building | £150 / day | N/A | £250 | Includes the uses of the Main Hall, Kitchen and 2 Large Halls |
| Main Hall  Cost allows up to 30 minutes extra for setting out / clearing up | £15 / hr  Max £100/day | £12 / hr | £20 / hr  Max £200/day | Includes (possibly shared) use of the kitchen |
| Large Hall | £15 / hr | £12 / hr | £20/ hr | Includes (possibly shared) use of the kitchen |
| Meeting Room | £12 / hr  Max £60/day | £10/hr  Max  £50 /day | £15/ hr  Max  £75/day | Includes (possibly shared) use of the kitchen  (Max 20 people) |
|  |  |  |  |  |
| Projector  Video Equipment | £50 deposit |  | £50 deposit |  |
|  |  |  |  |  |
| Fundraising event for Local Charity | £100 per event | N/A | N/A | Between 09.30 to 17.00 |

NOTE:

* Local people are those who are permanently resident in Maryfield
* Resident commercial companies should use non-resident commercial rates
* All users agree to the standard conditions of hire (Above)
* No charge is made for chairs or tables
* Local charities benefiting residents of Maryfield please ask for rates.

**FEEDBACK FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hirer Details | | | | | | Booking No (Office Use) | | | | | | |
| Description of Event | | | | | | | | | | | | |
| Event Organiser : | | | | | | | | | | | | |
| Name | |  | | | | | | | | | | |
| Address | |  | | | | | | | | | | |
| Phone | |  | | | | | | | | | | |
| email | |  | | | | | | | | | | |
| Monitoring Information ( Please help us to monitor the use to inform our funders ) | | | | | | | | | | | | |
| People using the centre (Estimate) | | | Children < 16 yrs | | Youths < 25yrs | | | | Adults < 60 yrs | | Adults > 60 years | |
| Actual Numbers | | |  | |  | | | |  | |  | |
| Tickets Sold | | |  | | | | | | | | | |
| No of people attending training | | |  | | | | | | | | | |
| Nature of activity | Sport/Health | | Party | Arts | Social | | Governance | | Training | Consultation | Service Provision | Other |
| Tick Box |  | |  |  |  | |  | |  |  |  |  |
| **EVALUATION**  **(Please help us to evaluate use and improve management of the centre by giving us your comments)** | | | | | | | | | | | | |
| Was your event successful? | | | | | | | |  | | | | |
| Who benefited and in what way? | | | | | | | |  | | | | |
| Was the hall clean and ready for use? | | | | | | | |  | | | | |
| Was the equipment required available and working? | | | | | | | |  | | | | |
| Any potential problems/accidents? | | | | | | | |  | | | | |
| Could the hall resources or management be improved to better suit your needs? | | | | | | | |  | | | | |
| Do you expect to use the hall again? If not why not? | | | | | | | |  | | | | |
| Can we contact you again for further information if required? | | | | | | | |  | | | | |
| Can you please attached your group’s evaluation form if available? | | | | | | | | | | | | |