



Clevedon YMCA, Marson Road, Clevedon, North Somerset. BS21 7NN Tel/Fax: (01275) 87840

YMCAadmin@clevedon.ymca.org.uk

BOOKING AGREEMENT

Hirer

Name:
Address:
Post Code:
Telephone No:
E-mail Address:

Booking Details (One off Bookings complete Section A Regular Bookings complete Section B)

Section A

Date:
Start Time:End Time: Including setting up and clearing up time.
Purpose:
Special Requirements:
Payment: <u>Hall</u> £18.50 per hour <u>Conference Rm & Coffee Lounge</u> £11.50 per hour <u>Downstairs Meeting Room</u> £9.00
Option 1: Enclosed cheque/cash for £..... (cheques made payable to 'Clevedon YMCA')
Option 2: Bank transfer of £..... Sort Code 40-17-50 Account No. 91309692 made on

Section B Group

Name.....
Day..... Start TimeEnd Time.....
Start Date:
End Date : (if known)
<i>All Regular hirers will be invoiced once a month</i>

TERMS I have received and agree to abide by 'the terms and conditions and Fire Safety information' for hire or use, accepting personal responsibility for the premises, furniture and equipment and for the conduct of those individuals using the premises during the hire period.

I will make sure all our users are aware of the Hire Conditions and Fire Safety information.

We have access to a phone whilst using the building.

We have the appropriate insurance, liability & policies in place – state if relevant YES/NO

The **KEYS TO THE HALL** must be picked up at a pre-arranged time from the YMCA office in Marson Road.

Name:
Signature:
Date:

CONDITIONS

1. The YMCA's interpretation of these conditions and the spirit of them shall be final.
2. The YMCA reserves the right to refuse admission to individuals or organisations at their discretion.
3. Right of hire is excluded from any event or organisation considered by the YMCA to be inconsistent with the aims of a Christian charity.
4. For one off bookings hire fees are payable at the time of booking, or two weeks in advance, whichever is the later.
5. **A one off booking** shall be regarded as provisional until hire fees are paid, and the YMCA reserves the right to accept in its place another booking for which hire fees are paid in advance.
6. **For continuous bookings**, fees will be payable as agreed with the YMCA management.
7. A) **For single bookings**: If any booking is cancelled within seven days of the hire date, resulting in the loss of revenue by the YMCA, then such fees (but not the deposit) shall be forfeit.

B) **For continuous bookings**: 4 weeks' notice must be given of any booked date which is not required. Otherwise the fees shall be forfeit.
8. The premises shall be left clean, tidy and secure.
9. If you are the only occupant, or the last occupant, all lights and appliances should be switched off on leaving.
10. No smoking on the premises.
11. No alcohol to be consumed on the premises unless served with a FULL meal or buffet. Alcohol may not be sold on the premises.
12. In the case of lettings for private functions, there shall, at all times after 7pm, be a minimum of four adults on the premises aged 21 years and over.
13. The premises must be vacant by the agreed time.
14. A maximum of 150 people are allowed on the premises at any one time, or 170 at functions where both chairs and tables are used.
15. The conditions imposed on the YMCA by North Somerset District Council in connection with the licence for music and dancing shall not be contravened. A copy is available for inspection, and hirers are presumed to be aware of the contents.
16. Any hire agreement may be cancelled with immediate effect if any of the above conditions are not met.
17. Hire time will include any preparation, cleaning away or tidying up time necessary.

Please fill in the form below and return it to Clevedon YMCA as soon as possible. Please retain Conditions and Health & Safety Information.

I have read the Conditions of booking, Fire Safety and Health & Safety Information (complete Health & Safety Policy is in the office) on behalf of: -

.....
(Name of hire group)

I will make sure all our leaders and users are aware of its contents.

Signed.....

Name.....

FIRE SAFETY INFORMATION

Please familiarise yourself with the fire safety information and be aware that YOU are responsible for evacuating your group in the event of a fire, whether or not there are other people in the building. You will have been informed if any fire drill is planned while your group is in the building.

FIRE EXTINGUISHERS

Fire Extinguishers are located at all fire points around the building.

Each extinguisher has information on which type of fire it can be used on.

Please familiarise yourself with the location of the extinguishers and take a note of what type each is.

FIRE ALARMS

If you need to raise the alarm, use the nearest fire alarm. Fire alarms are situated at various points around the building. Activate the alarm by pressing the centre of the red fire point or pulling down the red handle. The fire alarm is not linked to the Fire Station. In the event of a fire please call your YMCA contact detailed on the bottom of your alarm code sheet.

SMOKE ALARMS

Smoke detectors are situated on the ceiling of the Coffee Bar (by the toilets), Main Office, Store Room, Meeting Room and the Upstairs Corridor.

If one should go off please make sure that your group vacates the building by the nearest fire exit and congregate at the assembly point in the public car park across the road. Call the fire brigade immediately.

If cause of smoke is not related to a fire (i.e. smoke from cooking) open window until smoke subsides and call a YMCA contact to reset the alarm.

ASSEMBLY POINT

This is situated in Marson Road car park (opposite the front entrance).

FIRE EXITS

Fire Exits are situated in the Main Hall, Coffee Bar area and Reception. There is no fire escape to the upstairs room.

Each room's nearest fire exit is:

Main Hall - Doors to side of hall

Main Office - Front door

Meeting Room - Front door

Coffee Bar/kitchen/toilets- Side door in Coffee Bar area

Upstairs-Front door

PHONE

It is recommended that all groups using the building have access to a mobile phone for emergencies.

FIRST AID

There is a First Aid box in the Kitchen. Bottom drawer (labelled).

Please notify the YMCA of any incident or accident that occurs while your group is the only occupant of the building, either by email or phone within 24 hours.

clevedonymca@gmail.com 01275 878405