

ROOM HIRE Booking Form

TERMS & CONDITIONS: HIRE OF ACTIVITY ROOM and ART ROOM

THIS LICENCE made Click or tap to enter a date.

Sets out the terms by which we, the Council give you, the Licensee, permission to use the Rooms described below.

1. PARTICULARS

1.1 Parties

The Council – Rugby Borough Council, Town Hall, Evreux Way, Rugby, Warwickshire, CV21 2RR

The Licensee – Click or tap here to enter text.

The Building: Rugby Art Gallery and Museum

1.2 Rooms

Art Room and Activity Space

1.3 Period of Hire:

Activity Space: Click or tap here to enter text.

1.4 **Fee:** The fee of Click or tap here to enter text. will be invoiced to the address supplied (*if not already paid*). A non-refundable deposit of 20% must be paid on booking to reserve the space. The remaining hire fee will be invoiced to the address supplied 2 months prior to the booking.

2. LICENCE

We give you permission to use the Room for visual art, craft and media workshops only during the Period of Hire You may also use the remainder of the public areas of the Building to get to and from the Room as necessary and to use the public toilets. There are no storage facilities available.

3. YOUR OBLIGATION TO US

You agree with us as follows:-

Fee 1. To pay the Fee (plus Public Liability Insurance if required) as set out in clause 8 without any deductions.

Content 2. To give full details of the activity when booking. The licensee must inform the licensor of any amendments to the agreed activity prior to its happening. No activity of a political, sexual, discriminatory, offensive or commercial nature nor any activity promoting religious beliefs is permitted.

Should the Licensor require the removal of any aspect of the activity by reason of its nature, or upon health and safety grounds, such decision shall be final;

Equipment 3. Any additional equipment that you supply must have prior approval of the Council and comply with Health and Safety standards. Anything found to be unsafe must not be used. Any electrical equipment must be PAT tested and evidence of testing supplied. You must not overload the electrical system. We can provide PAT testing on request if booked in advance (fee applies)

Damage 4. You will not cause any damage to the Room(s) nor make any alterations to it.

Tidiness 5. You must keep the Room(s) tidy and free from rubbish at all times.

Nuisance 6. You must not use the Room(s) in such a way as to cause a nuisance or annoyance to the Council or to the other members of the public using the Building. The decision will be made by the Council.

Smoking 7. Smoking is NOT permitted anywhere in the Building.

Indemnity 8. You are solely responsible for any injuries to any person or thing arising from your use of the Room. You must indemnify us against any claims or costs or demands we receive arising from your use of the Room.

Public Liability 9. You must obtain Public Liability Insurance covering your use of the Room to minimum sum of £5,000,000. You must provide proof of policy must be provided before the hire period. The Council can provide for one off event (fee applies). Risk Assessment Proof of risk assessment must be provided to the Council.

Cancellations 10. Any cancellations less than 2 weeks before hire period must be paid for in full. Cancellations made prior to 2 weeks of the booking will be refunded minus 20% of the hire fee.

4. OUR OBLIGATION TO YOU

Insurance 1. To keep the Building, including the Room(s), fully insured against loss or damage by fire and related perils and to use the proceeds of such insurance to rebuild or repair the Building.

Room 2. To provide a clean room(s) and to keep the Room in a reasonable state of repair.

Equipment 3. To provide equipment and/or facilities as agreed at time of booking.

Signed [Click or tap here to enter text.](#)

Date [Click or tap here to enter text.](#)

On behalf of Hirer

Signed

Date [Click or tap to enter a date.](#)

on behalf of Rugby Borough Council

