Room Hire Booking Form

Dorset Youth Association, Lubbecke Way, Dorchester, DT1 1QL

Tel: 01305 262440 Email: [info@dorsetyouth.com](mailto:info@dorsetyouth.com)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Room Required: | | | | Main Hall: | | | | Y/N | | | | Seaton Room: | | Y/N | | | |
| Date/s of Booking: | | | | |  | | | | | | | | | | | | |
| (If necessary, please provide dates on an additional sheet) | | | | | | | | | | | | | | | | | |
| Access Time: | | (FROM) | | | | |  | | | | | | (TO) | |  | | |
| Name: | | |  | | | | | | | | | | | | | | |
| Organisation: | | |  | | | | | | |  | | | | | |  | |
| Event/Course Title or Activity: | | | | | | | | |  |  | | | | | |  | |
| Order number:  (if applicable) | | |  | | | | | | | | | | | | | | |
| Invoice Address:  (include postcode) | | |  | | | | | | | | | | | | | | |
| Telephone Number: | | | | | |  | | | | | | | | | | | |
| Email: |  | | | | | | | | | | | | | | | | |
| Lead Contact on the day:  Responsible for accessing the First Aid Kit & Accident Reporting Form, Fire Safety Equipment, implementing the Fire Evacuation procedure & PEEP | | | | | | | | | | | | | | | | |  |
| Person responsible for key:  For collection and return (for bookings out of office hours only) | | | | | | | | | | |  | | | | | | |

Additional Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| Teas & Coffees  Charged £1.50 per person – 2 servings | Y/N | Projector  IT Charged £25 for all equipment | Y/N |
| Number of People  For Teas & Coffees |  | Flipchart Paper  Charged £5 | Y/N |
| Set Up & Tidy Room  Charged £25 – please detail requirements | Y/N |  | |

Room Hire Charges

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Times** | **Main Hall** | **Seaton Room** |
| **Half Day:** | 9am – 1pm or 1pm – 5pm or Evenings | £45.00 | £35.00 |
| **Full Day:** | 9am – 5pm | £90.00 | £70.00 |

|  |
| --- |
| **Dorset Youth Association will retain your information for a maximum of 24 months in line with our General Data Protection Policy. See our website for further information:** <https://www.dorsetyouth.com/privacy-policy>  **I HAVE READ AND UNDERSTOOD THE TERMS & CONDITIONS OF HIRE (overleaf) AND THE CHARGES**  **Signed** ………………………………………………………… **Date** ……………………………... |

A picture containing logo

Description automatically generatedRoom Hire Booking Form

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TERMS AND CONDITIONS

|  |  |  |
| --- | --- | --- |
| Charges: | * Prices correct as of May 2023. | |
| Bookings: | * All enquiries and payments to Dorset Youth Association (DYA) as above. * A cancellation administration fee of £10.00 will be charged on all cancelled bookings. * Any bookings cancelled with less than 2 months’ notice of the booking date will be charged at 50% of the hire rate. * Any bookings cancelled with less than 1 months’ notice of the booking date will be charged at the full hire rate. | |
| Keys: | * For out of office hour bookings, arrangements for collection of the key should be made between 9am and 3pm, Monday to Friday. | |
| Security: | * On leaving the premises, please ensure all lights are turned off, all windows and doors securely locked, the heating is turned off and all blinds closed. * The hall is to be left clean and tidy in fairness to the next booking. | |
| CCTV: | * Please note CCTV is in operation on the premises, for further information please refer to the CCTV notice on the premises. | |
| Emergency: | * In case of an emergency out of office hours, please contact:   The CEO - 07918 881 333 | |
| Use of Facilities: | * The hirer shall be totally responsible for any damage incurred and will be charged accordingly. * Users are responsible to risk assess any activities undertaken on the premises if they so wish. * Users are responsible for their own activities Public Liability Insurance * Users will only have access to the room(s) hired as stated on the booking form. * A Private Car Park is available at the rear of the premises, parking is at the owner’s own risk and on a first come first serve basis. * The hirer or the ‘responsible person’ as stated on the booking form must be present on the premises at all times throughout the hire period. * The Lead Contact is aware of where to find a First Aid Kit. * The Lead Contact shall familiarise themselves with the Fire Evacuation procedure from the room(s) hired and the accessible toilet facilities. * The Lead Contact is aware of where the firefighting equipment is located and how to use it. * The Lead Contact is responsible for the implementation of visitors’ Personal Emergency Evacuation Plan (PEEP). * Should an accident/injury or near miss occur the Lead Contact is responsible for ensuring a DYA Reporting Form (located in the kitchen area) is completed. * No sub-letting is allowed. * The premises must be vacated by the time stated on the booking form. * The hirer must ensure that all Health and Safety regulations are complied with, and no more than the number permitted are allowed onto the premises: | |
| Hall: 60 people maximum | Seaton Room: 20 people maximum |
| CONDITIONS OF HIRE  Dorset Youth Association shall not be responsible for loss of or damage to any property arising out of the hiring nor the loss or damage or injury which may be incurred by or be done or happen to any person or persons including employees or Members of Dorset Youth Association resorting to the hall during the hiring arising from any cause whatsoever or any loss due to breakdown of machinery, failure of supply, leakage of water, fire, government, restriction of act of God which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the DYA against any claim which may arise out of the hiring or which may be made by any personas foresaid resorting to the hall during the hiring in respect of any such loss, damage or injury. | | | |

Admin use: Calendar (x2) updated Confirmation Email Filed Date Initials