



## ROOM HIRE BOOKING FORM - TERMS AND CONDITIONS

<b>HIRER DETAILS</b>	
<b>Organisation/Name:</b>	<b>Postcode:</b>
<b>Contact Name: (if different from above)</b>	<b>Telephone number:</b>
<b>Address:</b>	<b>Email address:</b>
<b>BOOKING DETAILS</b>	
<b>Date of booking:</b>	<b>Time of booking:</b>
<b>Purpose of booking: I wish to hire the following Room(s):</b>	
[DESCRIPTION OF ROOM] for hours at £[PRICE] per hour	
<b>PAYMENT DETAILS</b>	
<b>I will pay the total amount of £ 1 full calendar month in advance of booking start</b>	
<b>by (circle as appropriate):</b>	
<b>CASH</b>	<b>BACS (please see Club staff for details)</b>
	<b>ONLINE payment system (please see Club staff for details)</b>

I have read and accept the terms and conditions set out overleaf, which apply to this booking. I agree that my booking is not confirmed until I receive confirmation of acceptance from LU, and that LU reserves the right to decline any booking in its sole discretion.

**Date:**

**Signature:**

**Print Name:**

**Address (if different from above):**

**Tel. no.:**



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#### Defined terms

“**Hirer**” means the organisation or person hiring the Room set out in the Booking Form.

“**Room**” means the room(s) specified on the Booking Form.

“**LU**” means Leisure United [INSERT THE HUB NAME] of [ADDRESS].

**1. Hirer.** The Hirer must be 18 years of age or over, and will be responsible for the payment of all fees for the hire of the Room. LU reserves the right to decline any application for hire in its absolute discretion, and without giving a reason.

**2. Payment.** The Hirer must pay the total amount due in respect of the booking no later than the date the Hirer's event is to take place.

**3. Use of Premises.** The Hirer must not use the Room for any purpose other than that described on the booking form, and shall not allow the Room to be used for any unlawful purpose or in any unlawful way. The Hirer may not sub-let the Room.

**4. Right of cancellation.** Should LU or its personnel, at any time prior to the booking, consider that the booking is likely to be of an objectionable or undesirable character, LU may cancel the booking.

Where LU cancels a booking, LU will return any hire fees paid but will not be liable to pay any compensation.

**5. Access.** The Room is hired on the basis that any member of LU staff has the right of entry to the Room at any time.

**6. Requirement to vacate.** The Hirer must only occupy the Room during the time period indicated on the booking form and agreed with LU, and must remove all its equipment and personnel from the Room before the end of this time period. LU reserves the right to levy additional charges in the event that the Hirer occupies the Room beyond the agreed period.

**7. Conduct.** The Hirer is responsible for the conduct of all persons who use the Room. LU reserves the right to require any individual to leave its premises should that individual's conduct be objectionable, undesirable or contrary to the interests of other persons using the premises.

**8. Health and safety.** The Hirer must comply with all applicable legislation and guidelines relating to health and safety, and is responsible for completing any appropriate risk assessment.

**9. Cleaning.** The Hirer is responsible for leaving the Room in the same conditions as found. LU reserves the right to levy additional cleaning charges in the event that the Hirer fails to do so.

**10. Damage.** The Hirer is responsible for the cost of making good any damage caused to the Room or to LU premises (including replacement of lost or damaged furniture or fittings). LU may at its discretion require that a security bond is paid at the time of booking, which will only be refunded following inspection of the Room after the Hirer's event.

**11. Nuisance.** The Hirer must not do (or allow any person attending the Hirer's event to do) anything which constitutes a nuisance to other users of LU's premises.

**12. Loss of property.** LU accepts no responsibility or liability for any loss or damage to property which is brought onto LU's premises.

**13. Fire precautions.** The Hirer shall ensure that all persons using the Room are familiar with the applicable fire procedures, and shall inform LU staff at the time of booking of any factor which may increase the fire risk. Smoking is not permitted anywhere on the Premises.

**14. Indemnity.** The hirer shall indemnify LU against all claims, demands, actions or proceedings in respect of injury caused by or to any person which arise whilst the person is in or upon LU's premises



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or arise from an accident whilst at these premises, or in respect of any loss or damage suffered or sustained by any person.

**15. Children.** If the Hirer's event involves working with children or young people, it is the Hirer's responsibility to ensure that appropriate child protection policies are in place, that all appropriate checks are conducted (for example, CRB checks) and that any other legal and/or regulatory requirements are met.

**16. Animals.** The Hirer shall ensure that no animals (except guide dogs) are brought onto LU's premises other than with LU's prior written approval.

**17. Gambling.** Gambling activity of any kind is strictly prohibited whilst on LU's premises.

**18. Insurance.** The Hirer shall ensure they have public liability insurance and a valid certificate of insurance relevant to the purpose of the booking as described on the booking form.