**Creche Booking Request Form**

**Please complete booking details below and sign the attached terms and conditions**

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| Name:  Organisation:  Address:  Postcode:  Email:  Telephone: |  |
| Invoice Address: (if different)  Postcode: |  |
| Reason for Hire: |  |
| Booking details: | Date:  Start time: End time:  *Please include time for set up and clear down* |
| Crèche Staff Required | Yes  No |
| No of children attending | Number of each age if known:  Under 1 (nb – we do not take children under 5 months):  Age 2:  Age 3:  Age 4&5: |
| Toy Hire required? | Yes (£30)  No |
| Do you require refreshments/catering? | Yes  No  If yes we can discuss with you and let you know costs |
| Additional notes about hire : |  |

Please complete this form and send it to [info@bristolrefugeerights.org](mailto:info@bristolrefugeerights.org)

If you need further information please email or call Sally on 0117 914 5480

Once we have received your booking, we will contact you to discuss your request.

**TERMS AND CONDITIONS OF HIRE**

**HIRE TIMES**

Hirer must comply with hiring times stated in the booking form which is to include time either side for the set up and clean down of your event. Any extra time and additional services used on the day will be invoiced after the event.

**ALCOHOL, ILLEGAL DRUGS AND SMOKING**

Hirers are not allowed to enter the building under the influence of alcohol or drugs. It is not permitted to consume alcohol or drugs on the premises. Hirers are responsible for ensuring that the people that attend their session comply with these rules. Bristol Refugee Rights and St Paul’s Learning Centre will ask hirers to leave if these rules are not complied with.

St Paul’s Learning Centre is a smoke free environment, should visitors wish to smoke they must go outside. Smoking is not permitted inside the building.

**ANIMALS**

People are **not** permitted to bring animals on site, with the exception of guide dogs.

**CANCELLATION OF BOOKINGS**

In the case of the Hirer cancelling a booking a cancellation charge will be applied:

Cancellation 7 days or more before booking date: No charge

Less than 7 days cancellation 50% of hire fee

For regular room hire bookings (i.e. longer than 4 weeks), we ask for 7 days notice of cancellation as minimum

Bristol Refugee Rights reserves the right to cancel any hiring without notice where circumstances demand it. In the event of any hiring being cancelled the hire fee will be fully refunded, but Bristol Refugee Rights shall not be held liable or be required to pay compensation for any loss sustained as a result of the cancellation of the hiring.

**CATERING AND REFRESHMENTS**

Glen’s Café can provide all your catering requirements, from tea and coffee to hot and cold food. The hirer is not allowed to use external catering services unless approval from BRR has been issued. This must be agreed in advance.

**CLEANING, SECURITY AND NOISE**

The Hirer must leave the premises in the condition in which it was hired. Litter must be cleared away and furniture and equipment replaced. The Hirer must remove any property brought onto the premises. Noise levels must be kept to a minimum to avoid disturbing other users of the building. At the end of the hire period, the responsible person must notify the appropriate member of staff that they are leaving the premises. There will be a charge if extra cleaning is needed.

**DAMAGE**

In the event of damage to the premises or equipment, Bristol Refugee Rights will make good the damage and the costs will be charged to the Hirer. Items should not be attached to the walls or floors. Please do not use ‘blue tack’ or other adhesives that damage the decorative finish of the room.

**EQUAL OPPORTUNITIES**

The Hirer must ensure that the nature of the hiring does not contravene Bristol Refugee Rights Equal Opportunities policy. The Hirer is expected to abide by that policy unless they can show they have their own Equal Opportunity Policy the terms of which must not contradict the terms in BRR’s policy. A copy of BRR’s policy is available on request.

**HEALTH AND SAFETY REQUIREMENTS**

The Hirer will not do anything that may endanger the users of the building or its contents. The responsible person will be made aware of the procedure in the event of a fire and the location of the fire exits, which should remain clear at all times. If staff are hired, at least one staff will be First Aid trained. If room hire only and any first aid is required the hirer should liaise with BRR staff if on site or SPLC on site Manager. Electrical equipment brought onto the premises by the Hirer must comply with the Electricity at Work Regulations 1989, and any subsequent regulations. The Hirer must comply with the stated maximum room capacity, which must not be exceeded.

**INSURANCE**

Bristol Refugee Right’s interests in respect of the premises are covered by Public Liability Insurance. The Hirer shall be responsible for arranging its own insurance to cover all those persons attending the event, their possessions, equipment and any equipment hired from BRR.

**PURPOSE OF HIRE**

The Hirer shall not use the premises for any unlawful purpose or in any unlawful way. The Hirer shall not do anything, or bring anything onto the premises that may endanger the premises, their users, or invalidate any insurance policies relating thereto. Bristol Refugee Rights reserves the right to refuse a booking. Please note that we are unable to provide storage for belongings or equipment. The premises will only be used by the organisation named on the official booking form. The Hirer is not permitted to sub-let the premises to another organisation. Bristol Refugee Rights will not allow any bookings by any extremist political or religious organisations and reserve the right to refuse a booking on these grounds.

**RESPONSIBLE PERSON**

The Hirer shall ensure that there is a named responsible person (over 18 years old) named or present for the duration of the booking. He or she will be responsible for the supervision of the premises and its contents, the behaviour of persons using the premises, car parking, safety arrangements and all other conditions of hire.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

If the Hirer is bringing children or vulnerable adults onto the premises the Hirer must show they have a Safeguarding policy in place. If the Hirer does not have one, they must sign up to BRR’s policy; a copy of which is available on request.

**EQUIPMENT HIRE and PAYMENT**

A charge will be made if the equipment is returned dirty or marked, or if the equipment is returned faulty.

Unless otherwise stated by the hirer, BRR will assume that the individual making the original hire booking is our principal contact in respect of hire, and will be responsible for making all arrangements for payment, insurance and return of hired items.

The hirer must pay 50% of the cost of the booking as a deposit. The remainder must be paid within 7 days of the hire.

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| **By signing below I agree to the terms and conditions of hire outlined in this document:**  **Signed:**  **Date:** |