

Booking Forms should be returned to:
Philip Armitage
Operations Manager
Falsgrave Community Resource Centre
Seamer Road
Scarborough YO12 4DH

Tel: 01723 374437
Email: falsgravecrc@northyorks.gov.uk
www.scarborough.gov.uk/falsgravecrc

APPLICATION FOR HIRE OF THE FALSgrave COMMUNITY RESOURCE CENTRE FACILITIES

This form must be signed and returned before a booking can be confirmed.

Name of Organisation.....

Promoter.....TEL.....

Address.....

Post Code..... E Mail.....

Name of Trainer/ Speaker.....Contact no.....

Booking for * LEE MOORE SUITE / MEETING ROOM / MAIN HALL

*please delete as necessary

Purpose of Hire/ Course Name.....

Date /s required.....

*Time/s Required.....No's Attending.....

*(inclusive of set up and clear away time)

Total hire cost excluding VAT.....

Style of room set up ie Boardroom / Conference / Theatre / U Shape Tables / Horseshoe Chairs / Classroom

Equipment: *Our Laptop ☐ or Own Laptop ☐ Internet access ☐ Flip Chart ☐

*N.B. at least 14 days notice required if own training programme to be installed (a small fee may be charged)

All memory sticks brought in to the centre to be used on our computers have to be scanned by centre management

REFRESHMENTS

Times of refreshments (tea and coffee) if required.....

Tea & coffee only @ £1.40p per head ☐

Buffet requirements.....

All catering provided will be invoiced separately by our on site café. Your invoicing details will be forwarded on to them. Please note the café can now take contactless payments, cash or cheque..

Cheques to be made payable to: Kelly McGough

When the centre car park is full please use the retail site parking opposite the building

IMPORTANT : Please Supply Name, Address or email address of your accounts department to which invoice is to be sent:

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.....

Expenditure Code / Purchase Order No:

CANCELLATIONS

A 50% fee will be charged where a cancellation of booking takes place within 10 days of the event. Cancellations made within 48 hours of a booking taking place a 100% cancellation rate will be charged (full room hire).

When the application is confirmed I/we agree to comply with the Terms and Conditions of Hire set out on the attached sheet.

SIGNATURE OF APPLICANT.....

DATE.....

SUPPLEMENTARY QUESTIONS OF HIRE VENUE

Is this booking for yourself or are you booking on behalf of someone else?

Address of third party organisation

Telephone number of third party organisation Mobile and landline

Do you have a website or associated website?

Do you have an equality and diversity policy that challenges all forms of discrimination? Yes No

<input type="checkbox"/>	<input type="checkbox"/>
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How will you be promoting the event e.g. Poster flyers?

Will the event be open to the public or tickets only?

Where have you previously booked?

Are you booking on behalf of a charity and if so what is the charity number?

Will the event need internet access and will any participants in the event participating remotely?

OFFICE CHECK LIST

Check website, blogs, You Tube, articles or speeches

Is the website up to date?

Check any references from previous venues

Check charity number with charity commission

Terms and Conditions of Hire
FALSGRAVE COMMUNITY RESOURCE CENTRE

1. All applications for the hire of the premises are to be made in writing on the Council's official Form of Application for Hire. The person by whom such form is signed shall be considered to be the Hirer. Where an organization, club, company or other body corporate or un-incorporated is associated with for hire and named in the form of application, they shall also be considered the Hirer and shall be jointly and severally liable with the person who signs the form of application.
2. The Hirer shall indemnify the Council against any personal injury or damage, loss or breakages which may occur during the period of hiring and reimburse the Council for any expenditure in which they may be incurred in making good any such loss or damage.
3. The Hirer shall not use the premises for any purpose other than that specified on the official Form of Application for Hire and shall not sub-let or assign any part of the premises to any other party for the purpose of trade exhibition or display without the previous consent of the Manager.
4. The Hires shall observe and perform all conditions, restrictions and obligations contained in any licence held by the council and obligations and requirements created by bye laws or statutes connected with the premises, their use of the hiring thereof and shall indemnify the Council against all actions, costs, claims and demands in respect of the breach or non observance or any such conditions, restrictions and obligations as aforesaid arising from or in connection with the hiring.
5. The Hirer shall be responsible for the good conduct and orderly behaviour of persons admitted to the function during such times as they are within the premises or within the precincts of the premises. The Hirer shall ensure that the function for which the premises are hired is properly supervised and controlled.
6. The Hirer shall not permit anything to take place in the premises during the hiring which is unlawful or of disreputable character or contrary to public decency or contrary to good behaviour or in any way such as to endanger any licence held in connection therewith or which, in the opinion of the Council, is indecorous, improper or in any way unsuitable for presentation and the Operations Manager or any person duly authorised shall have the power to remove any offender upon the instructions of the Operations Manager, the Hirer shall remove or cause to be removed, and any person from the premises and any expense incurred by the Council in engaging Police Constables, Officials of the Council or other duly authorised persons to preserve order in connection with the function shall be paid by the Hirer.
7. The Hirer shall not infringe any copyright, performing right, patent right or any other proprietary right, and in the event of infringement, the Hirer shall be liable for any on demand, shall pay the amount of all damages, penalties, costs and expenses incurred by the Council as a consequence.
8. The Council reserve to their Officers, agents and servants to Police and Fire Officers, whether in uniforms or not and other duly authorised persons the free and uninterrupted right to all parts of the premises at all times for the purposes of carrying out their duties in respect thereof. The Hirer shall comply with all reasonable requests made by the Caretaker or any other authorised Officer of the Council.
9. No flammable liquids, gases, or other materials of a highly flammable nature shall be brought or be permitted to be brought on to the premises and all decorations scenery and property shall be fireproof or incombustible and shall be erected or suspended only in such a way as will not cause damage to be done to the premises in consequence thereof and no nails, tacks, spikes or screws shall be driven in any of the walls, windows or doorways or in any other part of the premises.
10. No pyrotechnics materials, laser equipment or smoke effect shall be brought into the premises or used except with the written consent of the Operations Manager who may impose such conditions as he considers necessary.

11. The Hirer's attention is particularly drawn to the requirements of the Health & Safety at Work etc Act of 1974 and its related or Subordinate Legislation including the control of Substances Hazardous to Health Regulations 1988 in respect of him/herself, his/her employees and that of all persons who may be affected by his/her work activities.
12. No lighting or heating fitting or appliance, other than those provided by the Council, shall be brought into the premises or used except with the written consent of the Manager.
13. Any electrical equipment brought into the premises by the Hires or his/her servant shall be in good working order, safe, properly installed and shall meet all the requirement of the Electricity at Work Regulations 1989. A valid P.A.T. certificate is required to be shown, and a copy of this sent to the Health And Safety Department of Scarborough Borough Council for record. The P.A.T. certificate is to be produced to the manager of the premises at least 7 days prior to the equipment being brought into the premises. In the event of any equipment or system not meeting these standards, it may be excluded from the premises by the Manager. **Parties/Events** It is the responsibility of the hirer to ensure all electrical equipment has an up to date P.A.T. certificate, a copy of which must be presented to the management of the centre prior to any event or party-taking place. The party can only be booked **after** the P.A.T. certificate has been submitted to the management at the Falsgrave Community Resource Centre. From the day of the enquiry of booking a party a valid P.A.T certificate must be produced within 7 days for all electrical equipment to be used. **Failing to do so will result in the room not being reserved for your party.**
14. If during the preparation for or during any function, anything is done which, in the opinion of the Manager, may cause damage from fire or otherwise, the function may immediately be cancelled.
15. If any extra or unusual fire risk is introduced by the Hirer into the premises, he/she shall be responsible for providing the necessary suitable and sufficient extinguishing equipment to supplement the standard provision of extinguishers in the premises. Under such circumstances, the Hirer must provide an adequate number of appropriately trained personnel to deal with related emergencies.
16. It shall be the duty of the Hirer to ensure that no exits to the premises are blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with. The Hirer shall not do or permit to be done anything whereby the fire risk to the premises or its contents is increased beyond that covered by the Council's insurance policies.
17. The Hirer shall exercise all necessary and proper safety precautions and carry out any evacuation procedures that may be necessary in the case of an emergency, in accordance with the guidelines that are displayed in the building.
18. The Hirer shall ensure that the premises are vacated by the time stated and left in a clean and tidy condition. Periods in excess of this time will be charged in accordance with Council policy (see charges). The Council accept no responsibility for any property left of the premises after the hiring.
19. The Council may cancel any hiring in the event of the Council itself requiring the use of the premises for any purpose and any civil emergency on the date upon which it has been let to the Hirer by giving to the Hirer such notice of cancellation as the Council, in all the circumstances, considers reasonable.
20. The Operations Manager may refuse to allow to be brought into the premises any article, substance, appliance or animal which he/she may consider to be dangerous or offensive.
21. The Council shall not be responsible for any loss or damage suffered by the Hirer in the event of the premises not being available by reason of accident, civil commotion, strike, lockout or similar case.
22. The Hirer shall ensure that any lost property, which may be found on the premises, is immediately handed to the Manager or any person authorised to act on his behalf.
23. The Hirer must comply with the No Smoking Policy that the Council operates for these premises.
24. The Hirer shall obtain written consent from the Operations Manager when alcoholic liquor is to be served during a function and an application must be made to the Magistrates Court for an occasional licence prior to this event-taking place. The name and address of the licensee must be shown on the Form of Application for Hire.

25. In the event that it should become necessary for the Hirer to cancel the reservation in relation to any hire within ten days of that event-taking place, the Hirer shall pay a cancellation fee of 50% of the room hire charge. If the cancellation is made 48 hours prior to the booking taking place a full cancellation charge will apply. Cancellations can only be accepted by email or written form.
26. It is the hirer's responsibility to ensure that all attendees sign the visitor's book located at the front reception desk. The hirer must ensure that if they have a separate registration signing in form, this must also be presented to the duty manager on duty in accordance with HSE and fire safety procedures.
27. In accordance with Scarborough Borough Council's policies and procedures, a public liability insurance certificate must be presented to the duty manager for their records, when hosting an event or activity within the centre. Failure to present this certificate would result in the activity/ event being cancelled by the centre management team.
28. The Hirer on entry to the centre will be shown the fire exits, smoking area and toilets for the area's in which the hirer will be having their event or activity. This will be undertaken by the duty manager of the centre in attendance at that time. The duty manager will also make aware to the hirer the assembly points outside the building in the event of a fire alarm being activated and the safe refuge points for any disabled users attending the centre at that time. The hirer at any time can ask the duty manager to go through the procedures again if they are unsure of any of the information given on arrival.
29. On Hearing the fire alarm activation All personnel must evacuate the building and leave via the designated Fire escape route. Please see details on your office door or wall for details. The fire evacuation plan will also advise you of your allocated FIRE ASSEMBLY POINT.

PLEASE REMEMBER YOU MUST EVACUATE ON HEARING THE FIRE ALARM SOUND NO EXCEPTION TO THIS RULE!

DO NOT USE THE LIFT IF THE FIRE ALARM IS SOUNDING.

IN THE EVENT OF ACTIVATION PLEASE DO NOT ATTEMPT TO ENTER THE BUILDING UNTIL INSTRUCTED BY THE FALSGRAVE COMMUNITY RESOURCE CENTRE FIRE WARDEN.

THE HIRER MUST HAVE A REGISTER OF PEOPLE ATTENDING THEIR COURSE OR OFFICE AND MUST BE PRESENTED TO THE FIRE WARDEN TO ACCOUNT FOR ALL PERSONNEL AT THE FIRE ASSEMBLY POINT.

30. WE ALWAYS ENDEAVOUR NOT TO CHANGE THE DATE OR CANCEL YOUR BOOKING, BUT IN EXEPTIONAL CIRCUMSTANCES THIS MAY BE NECESSARY. WE WILL INFORM YOU OF ANY CHANGES OR CANCELLATION AS SOON AS POSSIBLE.

Using your personal information

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at www.scarborough.gov.uk/gdpr or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel 01723 232323 or email dataprotection@scarborough.gov.uk).