



The Centre @ Mary's Place



8 Burton Street, Melton Mowbray, Leics LE13 1AE
Tel: 01664 503521 email: manager@marysplace.org.uk

BOOKING FORM 2023

Hirer details (name of person responsible):

What is the room going to be used for?

Room required: Room 1 / Room 2 / Room 3 / Room 4 / Rooms 2 & 3

Date you wish to book or if regular booking date commencing:-

Day: Date: Month: Year: 2023

Time: from:a.m. p.m. To:a.m. p.m.

Please feel free to set up room as required, but clear away afterwards, this time must be included in hire time.

Flip Chart & pens (£5.00 charge)	YES / NO
Do you require use of the kitchenette?	YES / NO
Do you require us to provide refreshments:	YES / NO (if yes please complete below) (self serve)
Tea, coffee & biscuits @ £1.75 p.p. per serving at (time/s)a.m. p.m. for: people	

For completion & return, confirmation will then be sent to you..

FOBS ARE ONLY NEEDED FOR OUT OF HOURS ACCESS.

Our Caretaker will open / lock up & alarm the building.

Please give the name/s of people in your group who have a fob:

OR If you need a fob name of responsible person to collect:

DAILY / WEEKLY / MONTHLY / FORTNIGHTLY / OTHER please give details.

Minimum of 2 hours per month

DATE	MON	TUES	WEDS	THURS	FRI	SAT	RATE Per hour

Contact details of the responsible hirer (over 18) & details of where invoice to be sent to: -

Name: Address:

..... Postcode:

Home tel number: Mobile number:

email address: Signed:

Invoices will be emailed out at the end of each month.

If the invoice is NOT to be sent to the above named please give details below:-

Name: email:

(Please write clearly)



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Mary's Place Conditions of Hire

The term *Hirer*, denotes the person or organisation representative that made a booking to hire room(s) or other parts of Mary's Place, whilst the terms *booking*, *session*, *period of hire* or *arrangements* indicate the booking period made by the Hirer.

The hiring of certain areas of Mary's Place is accepted as long as the hirer agrees to the following terms and conditions out below.

The Hirer shall book the required session within the available time slots and indicate any additional requirements that may be needed during the period of hire, for example, refreshments, presentation equipment etc.

The Hirer shall, during the period of hiring be responsible for the supervision of the premises, protection of the fabric and content, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity.

The Hirer shall be responsible for obtaining any licenses necessary in connection with the booking other than already held by Mary's Place. Please note that Mary's Place **does not have an alcohol or music licence**.

The Hirer shall be responsible for arranging insurance against any third-party claims which may lie against the Hirer whilst using Mary's Place. *Mary's Place is insured against any claims arising out of its own negligence*. If window restrictors are removed this then becomes the responsibility of that person / group.

The Hirer shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with rule 4, and the Local Authority or otherwise.

The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor to do anything or to bring onto the premises anything which may endanger the premises, their users or any insurance policies relating thereto. Mary's Place reserves the right to decline / cancel any booking that does not comply with our Constitution.

The Hirer shall indemnify Mary's Place for the cost of repairing of any damage done to any part of the property including the surrounding grounds or the contents of the building during or as a subsequent result of a booking, however caused. Moving the partition wall in Rooms 2 & 3 is restricted to authorised staff only, Mary's Place shall not be liable for any personal injuries by unauthorised persons & if damage is caused the cost to repair will be claimed from the persons responsible.

The Hirer shall give at least 2 weeks' notice of cancellation to Mary's Place. If a cancellation is made in the 1 week prior to the booking date, then we reserve the right to charge for the room hire unless Mary's Place can re-book the same room(s). Mary's Place reserves the right to cancel long term bookings with a minimum of 4 weeks' notice if the room is no longer available to rent.

The Hirer shall be allowed to move the furniture of the booked room(s) but must ensure it is returned to its original position at the end of the session. If this is not adhered to then we reserve the right to make a charge.

The Hirer shall undertake to ensure the safety of all people attending Mary's Place in respect of the booking, by maintaining an attendance register and bringing to the attention of the group, the fire and safety procedures which are located at the top of both front and back staircases.

The Hirer shall, if using the kitchen facility, be responsible for the washing, drying and putting away any crockery/ cutlery used during the session and clears up all waste/ litter/ rubbish left and disposes of independently. All rooms to be left in a clean & tidy condition ready for the next user, including any breakages & clearing up of any spillages made onto carpeted areas, we reserve the right to make a charge for any damage.

The Hirer shall ensure all sessions are completed by the time agreed at booking.

The Hirer shall, if the booking is made for a period outside of normal office hours of Mary's Place, request or be offered a premises fob which must be collected during normal office hours of Monday to Friday 9.00am to 3.00pm. Fobs are not available outside these hours.

The Hirer shall be responsible for the return of any loaned premises fob as soon as it is no longer required. (Hirers can post fob through letterbox on vacating the building if used for single booking only). £20 charge if not returned.

The Hirer can bring their own equipment provided that it is not dangerous, hazardous or illegal. We accept no liability for equipment brought into the building and would ask you to comply with the rules set out in the Health and Safety at Work Act.

The Hirer shall reimburse Mary's Place in line with their current charges should any of the terms 7, 8,9,11,12,13,14 & listed above, not be adhered to.

Mary's Place has public liability (third party) insurance which provides an indemnity as property owners if held legally liable for accidental bodily injury to members of the public, or accidental damage to their property whilst the premises are being hired. This insurance, however, doesn't extend to indemnify any outside groups hiring the premises.

You are advised that our terms and conditions make the hirer responsible to indemnify Mary's Place for any injury or damage occurring at the premises, other than where Mary's Place is legally liable.

Mary's Place reserves the right to move a booking either one-off or regular to another room of a similar size, with a minimum of four weeks' notice. If this is unacceptable to the hirer, they may cancel their booking forthwith.

Any complaints should in the first instance be made to the Centre Manager.