



Booking form for single bookings

Please read the terms and conditions carefully.

They are important as they form our contract with you.

Organisation/
Name of Hirer

Address

Telephone Email address

Type of organisation? Ltd Company Sole Trader Non-Profit Individual Charity

Date of event Start time End time

Please allow enough time to set up and clear up after your event.

Nature of event

Which rooms would you like? Main Hall Lounge Studio Meeting Room

No. chairs required No. tables required

Is the kitchen needed for making hot drinks? Yes No
Is the kitchen needed for food preparation? Yes No
Crockery/cutlery required? Yes No

Others may be using the kitchen at the same time. Contact us if this is a problem for you.

Is this open to the public? Yes No
Can we help to promote it? Yes No
Are you planning to serve alcohol? Yes No

The entire building is no smoking. For all events, the hirer is responsible for ensuring that all relevant legislation is followed. In particular you should be aware of your responsibility under the Fire Safety Order 2005. Keep all fire exits clear and make sure you are aware of where the fire extinguishers are located.

Fire exits may be alarmed and should not be opened unless needed.

By signing this form, you are agreeing to the charges that will be shown on your booking confirmation. You are also agreeing to our terms and conditions, which can be seen on page 2 of this document.

Signed Date

Please return to Booking Officer, Kibworth Grammar School Hall, School Road, Kibworth LE8 0EW.
Or, info@kgsh.org.uk

Please make cheques payable to 'Kibworth Grammar School Hall'.

A written confirmation of this booking will be sent asap. Bookings are not definite without the confirmation. Please be aware of our cancellation policy on our terms and conditions.

Terms and conditions for single bookings.

Please read these terms and conditions carefully. They are important as they form our contract with you.

The Kibworth Grammar School Hall is a charity. We receive no funding from any organisation, local or government. All our costs have to be met from the charity's income. We ask that you bear in mind the following:

- Enjoy your use of the hall
- Respect other users and our neighbours
- Tidy up after yourself
- Leave the hall as you would expect to find it
- No smoking anywhere in the building
- All users are to provide their own waste bags & sharp knives

Safety First

Safety is your responsibility. Please ensure you, and all users, are aware of the position of fire escapes and fire extinguishers. In the event of a fire, or the fire alarm sounding, evacuate the building and call the fire brigade. If safe to do so and confident in the use of fire-fighting equipment; please, try and extinguish the fire.

Some surfaces within the hall become slippery when wet. Take extra care when handling water, or if it has been raining.

Please do not allow young children into either kitchens, or to wander around the corridors unsupervised.

Do not use any equipment unless you know how to use it. We cannot take responsibility for any items left behind; please check to make sure you take all your belongings home with you.

Booking Fee and Deposits

We require a deposit, payable at the time of booking, of at least £20, or 20% of the total fee (whichever is greater), to secure your booking. We cannot confirm booking until the deposit has been received. The balance is payable 28 days before the event. Where the total cost is less than £50, or you book less than 21 days in advance, we will require payment in full at the time of booking. Deposits are non-refundable.

Some rates, such as discounted rates, require full payment at the time of booking and are non-refundable.

We will invoice you before your event, and the room hire charge must be paid 28 days before you actually use the room.

Booking Times

There may be another group using the room you have booked immediately before or after your booking. Please vacate the room promptly. All times booked must include setting up & clearing away.

If you overrun we will charge you, especially where staff have to wait, or return, in order to complete their duties.

There may be other groups using another rooms, please respect them and do not use the communal facilities such as the kitchen or entrances as meeting or gathering areas. All equipment required to be stated on the booking form.

Cancelling your booking

If you cancel less than 21 days before your booking, we reserve the right to charge you the full amount for the booking, unless we can rebook the room.

If you do not cancel, you will be charged the agreed rate for any bookings even if you do not use the room you have booked. We will only cancel your booking due to circumstances beyond our control. If we do, we will refund all money paid for that booking, but can accept no further liability.

Damage

Please report damage immediately. Accidents do happen but we may have to charge you for damage occurring during your period of room rental.

Damage Deposit

If a returnable damage deposit is required this must be paid when making the booking and will be returned after your booking. We will charge for breakages, damage and for any cleaning that is required. If you tell us about the damage then we will only charge you the price to put it right. However, if we find damaged items and you put it back, we will charge an inspection fee as well. If the total damage fee exceeds the deposit you have left, we will invoice you for the balance.

Ball Games

Please note that the hall is a community hall and not a sports hall. We do not allow ball games inside the building, or in the playground. Any damage caused will be chargeable.

Clean and keep clean

After use please ensure the room you use and any other facilities you have used (i.e. toilet and kitchen, plus corridors) are left in the condition you would have liked to find them. We will endeavour to provide basic cleaning materials to help you with this. But the lack of cleaning materials will not be accepted as a reason why rooms, corridors or kitchen was not left clean. An extra amount will be charged, for professional cleaning. We have no suitable facilities for recycling waste, therefore we urge users to dispose recyclable items themselves.

Alcohol Sales

The building is not licensed for alcohol sales. You may provide alcohol for your guests or attendees free. Intention to sell alcohol must be arranged before the booking is made, and confirmed in writing by us, to ensure the sales are through a 'Temporary Events Notice' (T.E.N.). We cannot accept liability to any arrangements outside this clause.

N.B. A member of staff will contact you during the week prior to your event with door entry & emergency contact numbers.