



### Booking Form April 2020 to March 2021

Please ensure that you have read and understood the Health & Safety section of the Terms and Conditions of hire prior to booking.

Name of Event.			
Name of Contact Person.			
Contact Address.			
Contact Phone Number.			
Email Address.			
Purchase Order Number/ Transfer Code Must Contain both Nominal and Subjective.			
Invoice Address if different from above.			
Room Requested.			
Room Allocated.			
Date of Event.			
Time required from.			
Time required to.			
Numbers attending.			
Do you have a Child and Vulnerable Adult Protection Policy.	<b>Yes.</b>		<b>No.</b>
Covid Risk assessment received.	<b>Yes.</b>		<b>No.</b>
Date Booking confirmed.			
Booking Signed off by.	<b>Date.</b>		
<b>Shaded Areas for office use only.</b>			

Please include set up and tidy up time in your request. The Community Centre is open from 09:00 – 17:00 hours prompt unless by prior arrangement (please note extra charges apply).

**Equipment Rental (prices exclude VAT)**

<b>Equipment.</b>	<b>Hire Cost per day.</b>	<b>Tick if required.</b>
LCD Projector, stand and screen.	£19.90.	
Video/DVD Player.	£4.00.	
Projector Stand/Extension Lead.	£2.00.	
Screen only.	£5.80.	
Flipchart with stand and paper.	£6.25.	
Flipchart paper (enter number required).	£5.40.	

**Refreshments**

Iced Water.		Coffee/Tea.		Biscuits.	
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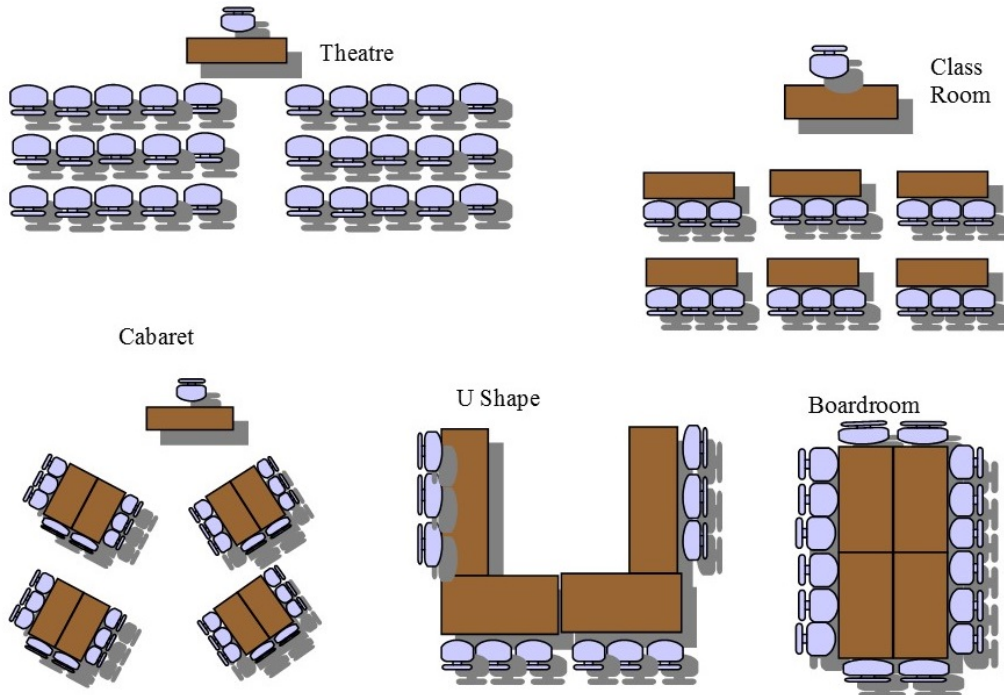
Tariff (exclusive of VAT).

Coffee/Tea per person per serving £2.10, Biscuits per Person plus £0.95.

**Times Required for refreshments**

Morning.		Afternoon.		Evening.		All Day.	

## Room Layout



Set Up Style.	Maximum Capacity.				Style Required.
	Room 1.	Room 2 and Room 3.	Supper Room.	Town Hall.	
Theatre Style.	N/A.	10.	10.	30.	
Boardroom Style.	N/A.	8.	8.	16.	
Cabaret Style.	N/A.	N/A.	N/A.	N/A.	
U-shaped Style.	N/A.	6.	6.	40.	
Classroom Style.	N/A.	6.	6.	13.	

**Additional set up requirements:**

## Catering Requirements

<b>Menu.</b>	<b>Cost per person excluding VAT.</b>	<b>Enter number required.</b>
Sandwich platter.	£3.95.	
Assorted sandwiches and fruit platter.	£5.70.	
Assorted sandwiches, cake and tray bake platter.	£5.70.	
Assorted sandwiches, fruit platter, cake and tray bake platter.	£6.80.	
Homemade soup and sandwich platter.	£6.80.	
Homemade soup, assorted sandwiches and fruit platter.	£8.10.	
Homemade soup, assorted sandwiches and cakes.	£8.10.	
Homemade soup, assorted sandwiches, fruit platter, cake and tray bake platter.	£9.20.	
Finger buffet 1 (sandwiches, wraps, sausage rolls, pizza slice, cocktail sausages, homemade quiche, crisps, tray bake bites, fruit platter).	£10.95.	
Wraps, sausage rolls, chicken bites, nachos and dips, cocktail sausages, crisps, vegetable pieces, tray bake bites, fruit platter.	£7.60.	

### Time Required

### Any special dietary requests?

### Important

The food is delivered and safe to consume at the time indicated on the order form.

Any food left must be kept covered and consumed within 2 hours of the time on the booking form, the Kirkwall Community Centre will not be responsible for the quality or safety of food consumed after this time.

# Conditions of Hire

## 1. Applications for Hire

- All applications for hire must be made in writing by completing the relevant booking form.
- All approved hires will be confirmed in writing/email and this will form an agreement between the Hiree (the person named as Contact Person), and the Hirer (Kirkwall and St Ola Community Centre and Town Hall).
- A deposit may be requested at the discretion of the Hirer. Failure to pay the deposit by the stipulated date may result in the hire being cancelled.
- Corporate bookings will only be accepted and confirmed after a valid purchase order has been received from the Hiree.
- No hire will be accepted or held for any customer with overdue payments on their account.
- All quotations if appropriate and applicable are guaranteed for 30 days from the date of the agreement.

## 2. Payment of Fees

All invoices are due for payment no later than 30 days from invoice date. Interest will be added if payment is not received after 30 days.

If the conditions concerning pre-payment of deposits, interim payments or full payments are not upheld by the Hiree, the Hirer reserves the right to cancel the event by informing the Hiree in writing, by letter, email or facsimile to the address indicated.

All cheques should be made payable to Orkney Islands Council and returned within the stated time.

All items will be charged at the price in force at the date of the event.

## 3. Cancellation of Hired Facilities

Cancellation must be received by the Hirer in writing (email, fax or letter). Please note that in the event of cancellation, a cancellation charge may be made as outlined below:

<b>Cancellation Notice Period.</b>	<b>Charge.</b>
3 months.	No charge.
2 months.	25% of contract price.
1 month.	50% of contract price.
7 days to 1 Month.	75% of contract price.
Less than 7 days.	Full contract price.

The Hirer reserves the right to cancel any hire on giving 28 days' notice in writing to the Hiree and will refund all monies paid in respect of the hire, without incurring any other liability which the Hiree may have incurred.

## 4. Capacity and Usage

The final number of delegates/guests attending the event will be confirmed to the Hirer no later than 7 days prior to the date of the event.

Prices Valid from 01-04-20 to 31-03-2021

Both the Hiree and Hirer shall ensure that the stated capacity of the hired area is not exceeded. The Hirer reserves the right to prevent persons entering the hired area or cancel the event/or move the event to another area if the maximum capacity is breached.

Sub-letting of any area is not permitted.

The Hirer may have several Hiree's using its facilities at the same time. Every effort will be made to observe the reasonable requirements of each Hiree; however, the Hirer will not be responsible for any inconvenience caused by other Hirees.

No part of the area hired shall be used for the purpose of gaming, however activities such as prize bingo may be considered if the appropriate licenses are obtained.

The Hirer will not allow commercial sales or personal gain in any part of the premises however, activities such as car boot sales may be allowed.

The Hiree must state the purpose of use on the booking form when making their booking. Any activity or service that duplicates an activity or service offered by the Hirer may result in the Hirer refusing the hire or terminate the booking.

To maximise the use of the facilities, the Hirer reserves the right to move any booking to another room suitable for the activity stated on the booking form.

## **5. Indemnity and Insurance**

The Hiree shall not bring or permit to be brought into the Hirer facilities, any article which is or may become dangerous, offensive, combustible, inflammable, radioactive or explosive and no activity will take place in Hirer facilities which prejudices the Hirer's insurance arrangements.

The Hiree shall be liable for and shall indemnify the Hirer against any expense, liability, loss, fine, claim or proceedings whatsoever, arising under any statute or common law in respect of personal injury to or the death of any person whomsoever arising out of or in the course of or caused by the Hirer except to the extent that the same is due to any act or neglect of the Hirer, its employees or agents. The Hiree shall be liable for and shall indemnify the Hirer against any expense, liability, loss, fine, claim or proceedings in respect of any injury or damage whatsoever to any property in so far as such injury or damage arises out of or in the course of or by reason of the provision of the Hiree.

It is the responsibility of the Hiree to have in place public liability insurance for the event in which they are responsible.

## **6. Technical Support**

Where the Hirer is supplying technical support to the hirer the following conditions apply, failure to follow these conditions may result in the technical support being unavailable:

- Technical support must be booked at time of booking hire stating equipment and technical support required.
- Specialised equipment must be booked a minimum of one month in advance of the hire.
- Any changes to the technical support requirements must be requested in writing to the Hirer. The level of support offered by the Hirer is dependent upon the resources available. These will be allocated on a first come, first served basis.

## **7. Damage to Premises**

(See indemnity and insurance for further details).

The Hirer shall not be liable for any loss or damage to the property of the Hiree or any such agent or person associated with the Hiree not due to the fault of the Hirer, its employees or agents. In the case of loss or damage to the property, it shall be reported to and noted by a staff member at the time of discovery thereof and reported to the Police within 24 hours.

## **8. Health and Safety**

The staff shall have access to the hired area at all times. It is the Hirer's responsibility along with the Hiree to ensure compliance with all Health and Safety regulations at all times.

The Hiree to ensure that all persons attending the event comply with any and all COVID-19 regulations, guidance, and rules provided by the Scottish Government or the Hirer in force at the time of the hire including but not restricted to Social distancing, use of face coverings, use of hand sanitiser.

To support the Government Test and Protect system the Hiree will be required to compile a list of all those attending the event, and keep this list for 28 days and make it available when requested. The Document should contain date, time for both the start and finish of the event, the names and contact phone number or contact address.

The Hiree must provide a COVID risk assessment as to how the event will be run in a COVID safe manner prior to any booking being confirmed. To assist in this COVID safe room layout plans are available from management.

The staff will be responsible for ensuring safe admission and exit of persons to and from the facility in the case of an emergency. The Hirer will ensure all emergency exits are unfastened and unobstructed and the Hiree shall ensure that they remain so.

If deemed necessary due to the nature of the hire, the Hirer shall be required to provide a sufficient number of stewards to ensure proper conduct at the event. The Hirer reserves the right to provide or nominate a number of such stewards and attribute the costs occurred to the Hiree.

All stewards, throughout the period of hire, shall wear a uniform and/or distinguishing badge. No alcoholic beverages are permitted to be consumed by volunteers or paid stewards.

If the Hiree fails to observe and perform any one of the stipulations contained in the forgoing provisions of this condition, the Hirer may charge to recover from the Hiree any expenses incurred by the Hirer to secure such observance and performance.

The Hiree is responsible for the supervision of all associated with the hire and must accept full responsibility for their actions.

## **9. Licences**

The Hiree must comply with the statutory laws concerning licensing and entertainment provisions relevant to the event.

## **10. Complaints**

Complaints arising out of the hire should be raised with the Hirer within 24-hours of the hire and confirmed in writing within 72-hours. The Hirer will then follow the Hirer's Policy in dealing with all complaints.

## **11. Emergency Procedures**

In the event of an emergency the Hiree shall comply immediately with the instructions given by the staff member. The Hirer accepts no responsibility for any economic or financial loss incurred by such an instance.

## **12. Revised Conditions**

The Hirer reserves the right to amend the conditions set out herein and to apply further conditions to any particular hire as it considers necessary and without prior notice.

## **13. Conclusion of Hire**

The Hiree shall leave the area(s) hired and equipment in a clean and orderly state and any property of the Hiree shall be removed, upon the condition that the Hirer are free from liability for loss or damage to Hiree's equipment. If the Hiree fails to leave the area(s) in a clean and orderly condition the Hirer management shall make an additional charge for the clean up to the Hiree. Any equipment used must be returned in the same state as hired.

If the Hiree requires additional time to remove/collect equipment then this should be authorised by the Hirer.

All storage heaters must be left switched on. If the heaters are left switched off then a charge will be made to cover the extra cost of electricity to heat the room during the day.

## **14. Privacy Statement**

We need the information on this form in order to process your booking. Providing this public service is the legal basis for the Council's lawful processing of this form. Only members of staff with a need to know will access this information. More information about how the Council will process your personal data and about your rights is available here: <https://www.orkney.gov.uk/Online-Services/privacy.htm>