

# Event Booking Form @ The Moseley Exchange

## Contact details

Contact name \_\_\_\_\_

Name of organisation or group \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Daytime telephone number \_\_\_\_\_

Mobile telephone number \_\_\_\_\_

Email address \_\_\_\_\_

## Room Hire requirements

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Title of meeting \_\_\_\_\_

Rooms required \_\_\_\_\_ Number of attendees \_\_\_\_\_

Room layout (boardroom, theatre, cabaret, etc) \_\_\_\_\_

Equipment required \_\_\_\_\_

Catering (£6 per head) Quantity \_\_\_\_\_ Time \_\_\_\_\_

Refreshments (£1 per head per serving) Quantity \_\_\_\_\_ Time \_\_\_\_\_

Do you require the use of the kitchen (hot water, crockery, cutlery, etc) - **£12 charge** Yes / No

## Terms and Conditions

I have read and understood these terms and conditions of hire \_\_\_\_\_ (Signature)

by and on behalf of \_\_\_\_\_ (Organisation or Group)

## Public Liability Insurance

I / We have Public Liability Insurance for the event detailed above and enclose a copy.

I / We do not have Public Liability Insurance for the event detailed above and request cover under the CDT's Public Liability Insurance at a cost of 10% of the room hire charge.

I / We do not require Public Liability cover.

## Data Protection

Moseley CDT retains information about its users in accordance with the Data Protection Act 1998.

I / We have no objection to Moseley CDT keeping contact details for future reference.

## Please complete the form below and return to:

Centre Manager  
The Moseley Exchange  
149 - 153 Alcester Road  
Moseley  
Birmingham B13 8JP



## Terms and Conditions of Hire

Moseley Community Development Trust (CDT) has a number of rooms at the Moseley Exchange that are available for hire for meetings and other activities. These terms and conditions together with the enclosed information shall constitute the contract between Moseley CDT and the Hirer.

Room hire is subject to the following conditions:

- a. to pay a deposit if required upon the CDT's acceptance of the hiring application.
  - b. that the hirer has inspected the premises and that they are suitable for the purposes for which they are to be hired.
  - c. that no public announcement or advertisement of any function proposed to be held shall be made until the application has been accepted and the deposit (if applicable) has been paid.
  - d. to ensure that any licences required for the function, are obtained from the relevant authority and are displayed as required, and that the premises are not used for any activities that require a licence unless the appropriate licence has been obtained and a copy provided to the CDT.
  - e. that employees and Trustees of the CDT are not authorised by the CDT to assist the Hirer in the organisation of any function held on the premises or to accept responsibility for the safe custody of any money or goods (*unless specifically arranged in advance*).
  - f. to ensure that they or some other person authorised by the Hirer is present throughout the period of hire.
  - g. that the responsible person ensures that the building remains secure during the hire and does not leave the premises open on completion. An authorised representative of the CDT will attend to secure the premises.
  - h. to ensure that the premises are not used for any purpose other than that stated in the hiring application.
  - i. to ensure that employees or Trustees of the CDT are allowed access to the premises at all times during the period of hire.
  - j. to accept full responsibility for and to indemnify the CDT against all costs, charges and claims in respect of injury to any person using the premises, except such as may be caused by the negligence of the CDT or its staff or agents. The CDT may ask to see a copy of a Certificate of Public Liability Insurance before a room may be hired. If the hirer does not have the required insurance, the CDT's Public Liability Insurance can be used at a cost of 10% of the room hire charge. If the hirer does not require Public Liability Insurance, this must be detailed and signed at the end of this contract.
  - k. to compensate the CDT for any damage caused during the period of hire, or as a result of any breach of this agreement, to the building or to any apparatus, fittings or appliances belonging to the CDT or its staff.
  - l. to compensate the CDT or any member of its staff should any theft occur of any items during the period of hire or as a result of a breach of this agreement.
  - m. to ensure that the fire apparatus and other equipment required for health and safety on the premises is not interfered with.
  - n. to ensure that at no time during the period of hire is any emergency exit from the premises locked or obstructed.
  - o. to take all proper precautions to prevent accidents to persons on the premises during the hire.
  - p. to ensure that no music is played after 22:00 and that any music played, and/or amplified, during the hire period is kept within the level set by the local authority i.e. that it cannot be heard outside of the building.
  - q. due care must be taken to ensure that people entering and leaving the premises do not disturb neighbouring residents.
  - r. to ensure that attention is paid to the fire regulations, emergency exits and evacuation procedures.
  - s. to ensure that all facilities are left clean and tidy.
2. The CDT shall not be responsible or liable for any damage to or loss of property, articles or objects placed or left on the premises by the Hirer or any other person.
  3. The CDT reserves the right to allow the use of other parts of the building during the period of hire and to allow the common use of the entrance hall and toilets.
  4. In the event of any breach of the above conditions, the hiring may be cancelled without prior notice at the absolute discretion of the CDT, and any charges paid, including the hiring charge, may be forfeited.
  5. The CDT reserves the right to cancel this agreement for any good reason beyond its control and in that event to return all fees and deposits paid to the Hirer.
  6. The CDT's Hiring Agreement, conditions of hire and the information enclosed represent the complete contract between the Hirer on behalf of the management committee of the organisation referred to in the hiring application and the CDT. No variation or amendment to the conditions shall be valid unless they are in writing signed by an authorised employee or Trustee of the CDT.
  7. The CDT reserves the right to reject bookings when, at the CDT's sole discretion, it is felt that matters for discussion are, or are likely to be, in any way obscene, sexist, homophobic, racist, offensive, controversial or sensitive in any way or which may breach community cohesion and/or the policies of the CDT. The Hirer will need to provide full details of any speakers or performers for the event and detail of the content of the event. If this information is not forthcoming, the CDT may refuse or cancel the booking
  8. Room hire rates will be reviewed in line with inflation, annually, on 1st March.
  9. In the event of a cancellation, a charge of 50% of the room hire fee will be made, unless 48 hours notice is given to Moseley CDT.