

# Badger Centre meeting room booking form



Resources for communities

Contact name		
Organisation		
Address (to be invoiced)		
E-mail address		
Phone number		
Room name		
Date required		
Time required	Start:	Finish:
Please indicate the number of people expected to be using the room		

I have read the terms and conditions of hire and hereby agree, on behalf of myself and the above named organisation to abide by these.

Name of person making the booking:  Date:

## Terms and Conditions of Hire

1. The full hire fee will be charged to the Hirer if a booking is cancelled without giving at least 7 days notice.
2. The Hirer is responsible for any damage to Badger Centre's property arising out of its use of the building or the activities of any persons using the Badger Centre during, before or after the hire period.
3. The Hirer is responsible for leaving the premises clean and tidy and returning all furniture and equipment to the position it was in at the start of the booking.
4. The Hirer is responsible for any matters relating to health, safety or security arising out of its activities. The Hirer must immediately notify the Badger Centre reception if it becomes aware of any risk to health, safety or security within the room or the building of which the room forms part, or any access routes.
5. Badger Centre cannot accept responsibility for any loss or damage to personal and/or other belongings whilst using the meeting rooms during, before or after the hire period.
6. The Hirer must comply with all fire regulations as displayed.
7. The Hirer may not sub-hire or allow any other person to use the premises.
8. The Hirer must tell the Badger Centre reception when the meeting room has been vacated.
9. The Hirer will be invoiced following the meeting. Payment must be received within 7 days of issue. Cheques should be made payable to Quartet Community Foundation.