

# Room Hire Agreement Form



INTERNAL

EXTERNAL

## CUSTOMER DETAILS (PERSON RESPONSIBLE FOR EVENT/EQUIPMENT HIRE)

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Tenant  Virtual  Meeting room only (check if new company form has been completed.)

Business Box encourages sustainable travel initiatives. Please refer to our website [www.businessbox.org.uk](http://www.businessbox.org.uk) for travel and commuting options. (Parking on site is not guaranteed due to limited spaces).

## DETAILS OF HIRE

MB 1  MB 2  Interview Box

Date(s) of Hire: \_\_\_\_\_

No. attending: \_\_\_\_\_

Start time  Finish Time

Cost (must be calculated and confirmed at booking)

**Please note:** all meeting room hire charges are exclusive of VAT

### Room Layout

Horseshoe

Board

Conference

Cabaret

Other

Please select the room layout required prior to the scheduled date

### Additional Resources required

Laptop

Projector

Flipchart

Conference Telephone (extra charge)

Please select the setup require prior to the scheduled meeting.

### Refreshments required-

Refreshments are charged at £2.50 per person and include:

**Tea, Coffee, Water & Biscuits**

Total and Cost (office to complete)

The hirer should be on the premises or available/contactable for the duration of the booking.

It is the hirer's responsibility to ensure the numbers are not exceeded.

All details entered onto this form, will be treated as confidential and will only be used in the context of the form. Your name and other details will not be passed on to any Third parties without your prior consent

I have read and agree to the conditions of hire as stated overleaf and have received information with regard to fire evacuation.

Signed ..... Date .....

## CONDITIONS OF HIRE

### PAYMENT TERMS

Payment for all meeting room hire should be made 14 days of the booking taking place. Failure to pay within the 14 days will result in a £10 per booking per week charge being applied until the full settlement of the invoice has been made.

### NOTICE OF CANCELLATION—PRIVATE HIRE

24hrs notice is required for all cancellations of room hire; failure to notify of cancellation in the allotted time will result in charges being made to you or your company. A flat fee of £10.00 will be made for rooms that have had no preparation i.e. refreshments and a charge of £15.00 will be made for rooms that have been serviced i.e. refreshments provided and the cost of refreshments ordered.

### USE OF PREMISES AND MAXIMUM PERMITTED NUMBERS

The premises can only be used for the purpose specified at the time of booking. It shall be the responsibility of the hirer in consultation with the Manager or Administrator to make sure that the premises are suitable for purpose for which it is hired. The hirer will be responsible for the management of the event and will also be responsible for any costs associated with damage or loss.

The Manager or their representative shall have the right to refuse or stop any activity which contravenes Business Box's equal opportunities policy. Hirers must take out adequate insurance with a reputable company to cover the activities being undertaken, and, if required by the Manager or Administrator, provide a copy of the policy and a receipt for the premium. In the event of the hirer exceeding the maximum permitted number using the premises, Business Box reserves the right to terminate the letting and remove all persons from the premises. The hirer is responsible for leaving the premises in a condition that is satisfactory to Business Box Staff.

### ASSIGNMENT

The hirer shall not assign, sub-let or part with possession of the benefit of this licence.

### CONDITIONS WHEN HIRING EQUIPMENT

All equipment must only be used for the purpose specified. The hirer must ensure that only competent persons operate the equipment. Any equipment hired/borrowed from Business Box should be returned by the specified time and in the same condition as it was when it was collected. If you are unable to return the equipment on time or it has been damaged, defective or stolen you must contact Business Box as soon as possible in order to arrange repair/replacement at the hirer's expense.

### EQUIPMENT BROUGHT INTO THE FACILITY

The hirer must seek agreement from Business Box for any equipment they intend to bring onto the premises for their own use. The hirer must ensure that the equipment is adequately supervised and is used for the correct purposes, is in a good state of repair and has had all necessary safety checks, particularly in regard to electrical equipment. The hirer must also have adequate insurance cover for the use of personal equipment on Business Box premises, the documentation must be able to be seen by the Manager or Administrator.

### LOSS INJURY DAMAGE CLAUSE

It shall be the responsibility of the hirer to pay Business Box the cost of making good any loss or damage caused to the premises, furniture, fittings or equipment as a result of the hiring.

### RADIO/TV BROADCASTS—PERFORMING RIGHTS

The hirer shall not, arrange or permit any radio/TV broadcasts from the premises or the taking of any footage intended for any display on television.

There shall be no public performance of any dramatic or musical work (live or recorded) in which copyright subsists either in the work itself, or in the recording of it used unless the written consent of the owner or the agent of the owner of the copyright has been obtained and the hirer shall indemnify Business Box against the consequences of any unauthorised performance of copyright work. If any musical work is performed, two copies of the programme giving the name of the works performed the name of their respective composers and the makes and the number of any records used shall be supplied to Business Box. The hirer shall if requested by Business Box supply a copy of the written consent of the copyright holder of any work.

### ENTERTAINMENT LICENCES

Business Box is not deemed an appropriate venue for any public dancing, singing or music or similar entertainment, and cinematography e- exhibition, any public performance of a stage play. It is advised to seek alternative premises.

### HEALTH AND SAFETY

In the interests of Health and Safety all hirers are required to co-operate with both staff and other users. The activity will only be allowed to ahead when all Fire Exits are completely clear. Guests/users must be made aware of the evacuation procedures, which can be found in each meeting box. Noise must be kept to an acceptable level. If the hirer refuses to reduce the noise level, the activity will be terminated immediately.

To comply with COSHH (Control of Substance Hazardous to Health) regulations Business Box staff must be aware, and have agreed in advance, to the bringing in of any substances by the hirer. The facility reserves the right to refuse any substance that in their opinion could cause a hazard or danger to the facility or users.

Sign.....

Print.....