

**APPLICATION FOR HIRE (REVISED APRIL 2021)**

You are urged to read carefully the Terms & conditions of hire accompanying this form before applying. Please return the completed form to the Manager at the above address								
Full Name								
Address								
Organisation								
Email Address					Telephone			
Date of Booking								
Time of Hire	From				To			
Purpose of Hire								
Estimated Number Attending	Total	How Many Children		Age Range		How Many Adults		
Hours of Hire (Please tick)	2 Hours (£45.00)	<input type="checkbox"/>	2-4 Hours (£65.00)	<input type="checkbox"/>	4-6 Hours (£85.00)	<input type="checkbox"/>	6-8 Hours (£100.00)	<input type="checkbox"/>
Deposit Paid	<input type="checkbox"/>		Total Cost Paid		<input type="checkbox"/>		Date	
I/We hereby make application for the hire of the Project for the date(s), times and purpose described above.								
I/We agree that this application and Terms and Conditions shall be deemed to be a contract between myself/ourselves and NW5 COMMUNITY PLAY PROJECT (NW5 Project) upon confirmation of this booking. I/We have read and understand the full Terms and Conditions.								
I/We undertake that if anyone in our households or bubble starts to display symptoms or test positive for COVID-19, that the affected/related person will not attend and will follow all government requirements and regulations. It is also a requirement that the NW5 Project be made aware immediately.								
Signature of Hirer						Date		
Signature of NW5 Representative						Date		

Working with young people of all ages and their families

NW5 Community Play Project (known as NW5 Project) Terms and Conditions for Hiring

The following terms and conditions are designed to help you attain the best possible experience during the hire of our hall and building. For further information on any aspect of the conditions below please contact the Project Manager.

Opening Hours

NW5 Project facilities may be hired between 09.00 to 22.00hrs, seven days a week, 49 weeks a year. (The Project is closed for 3 weeks in December each year). However, actual availability always depends on the programme of work already happening at the centre and the Project's assessment of the appropriateness of holding at the centre the activity planned by the hirer.

Provisional Bookings

Provisional bookings will be entered in the diary and held for 5 days. If the booking is then not confirmed, the booking will be automatically cancelled. (The booking form, relevant documentation and deposit need to be submitted within this time frame.)

During the provisional booking period, if we have further interest in hiring the area/facility we are holding for you, we will contact you to release or confirm your booking.

NW5 Project reserves the right to cancel your booking if the content of the event/activity changes from that originally agreed upon or we discover elements inappropriate to our centre.

Confirmation of Booking

All bookings are accepted on the basis that they are only provisional until written details of the event/activity have been received and written confirmation issued by the NW5 Project. Those written details should include your signed and dated risk assessment for the activity/event and a signed undertaking from you that your event fully complies with all Covid 19 regulations in force at the time. If the activity/event is some form of youthwork then we will also require a signed declaration that the activity adheres to the guidelines published by the National Youth Agency (NYA). Once a signed version of the contract and required documentation have been returned the NW5 Project cancellation charges policy will apply (see below). NW5 Project reserves the right to cancel or vary the booking if safeguarding, safety, or security matters deem it appropriate or if other circumstances arise beyond our control.

Cancellation Charges

In the event that a confirmed booking is cancelled by the hirer, the following charges will be applied:

- 2 months or less: 25% of room hire will still be payable to NW5 Project
- 1 month or less: 50% of room hire
- 2 weeks or less: 85% of room hire
- 1 week or less: 100% of room hire

Notification of cancellations should be made in writing (email deemed to be as in writing) and will be effective on the date received by NW5

Deposits and Payments

NW5 Project reserves the right to require up to 100% payment of the room hire before the booking is confirmed. We also ask for a deposit of £100.00 per booking (which is fully refundable the Wednesday after the booking or event has taken place provided there are no issues around damage, loss etc). Failure to pay the deposit will result in NW5 Project cancelling the booking.

Catering Arrangements and Alcohol Ban

NW5 Project does NOT give permission to bring alcohol onto the NW5 Premises or Playsite or give any form of licence to consume alcohol in the centre or onsite during the hiring. Consumption of alcohol at the NW5 Project is prohibited whatever the event. Hirers who do not strictly comply with this requirement and enforce it on all who attend the event/activity will lose their deposit and the event will be cancelled/terminated immediately. Future hirings will also be refused.

- Kitchen facilities are included in the hire, but you are fully responsible for the safe and hygienic use of this facility and equipment during your hire period. The kitchen should be left the way you find it and anything damaged or broken you will be required to pay for. If the damage is serious, you will also lose your deposit and future hirings will be refused.
- If distributing food, you are expected to follow all food and hygiene requirements and clear away any rubbish or litter arising from the activity/event. Do not leave any food out on surfaces or in bins within the centre at the end of your hire period.

Health and Safety

- As the person making the booking you are responsible for the health and safety of participants and third parties throughout the duration of the hire period and will be expected to comply with all relevant legislation including current Government and Local Authority Covid 19 legislation and regulations.
- Information regarding emergency procedures, cleaning equipment and first aid arrangements is available at the centre and will also be given to you once the booking is confirmed.
- The normal capacity for the hire of the NW5 Project is a maximum of 40 people but Covid 19 regulations at the time may impose a lower maximum. You must fully comply with these limits and all relevant regulations.
- NW5 Project management reserves the right to alter proposed room layouts in order to comply with fire and/or Covid 19 regulations and to refuse admission to rooms if over-crowding is liable to occur.

Inside Facilities

During the hall hire, you will have access to kitchen, toilets, disabled toilet and the use of our chairs and tables.

Emergency Evacuation

Evacuation plans and procedures are displayed in the main hall, our assembly point is by the large football pitch on the Peckwater estate.

If you do have to evacuate.

- Clear the building and site of everyone attending the event
- Close all doors in the premises (Where you can)
- Always make sure the main two RED doors are closed to confine the fire
- Call the emergency services immediately.
- Contact our 'Emergency Telephone Number on 07825 146 433'

Security

NW5 Project is a community-run charity. We own the play hut and the structures on the play site. We recognise that this play site is a key resource for local children and families. Therefore, NW5 Project provides access for local children (accompanied by their parents/carers where appropriate) to the outside area seven days a week all year round when the site is not required for NW5 Project organised programmes and services. However, this open access to the site does not extend to the use of the inside of NW5 Project play hut. During your hire period it is your responsibility to ensure that only those involved in your event/activity (and NW5 Project representatives) have access to the play hut and that the building is always kept safe.

Emergency Contact

On the day, a staff member will open and settle you in and then return 15/30 minutes before your event/activity is finishing. In the case of an Emergency, or you need help, please telephone **07825 146 433 immediately.**

Cleaning and Clearing Up

You are expected to clean all areas used and leave the hall and building the way you find it. Cleaning equipment and materials are located in the cleaning cupboard which you will be shown beforehand, all we ask is for you to bring your own rubbish sacks. All rubbish must be taken away and thrown in the large bins located on the estate. Do not leave rubbish in the play hut or in the public litter baskets attached to the play site. Before your departure floors in the rooms used must be cleaned.

Children's Works of Art and Display Boards

Our display boards and items fixed to them must not be taken down or tampered with if you are displaying your own decorations, posters, etc during the event/activity. Such decorations and displays are welcome but please do not drill or make holes in our walls etc or use adhesive materials that will leave behind marks. Blu-tac is preferred over other methods for fixings. All decorations/displays must be removed at the end of the hire period.

Complaint's Procedure

NW5 Project aims to provide all users with the best possible venue we can for their requirements. Our aim is always to ensure your hall hire runs as smoothly as possible. However, if on the odd occasion, mistakes or misunderstandings do occur we will do our utmost to resolve the matter as soon as possible. If after the event, there is an issue/complaint still outstanding that cannot be resolved by the Manager, please outline the matter in writing to NW5 Project Board of Trustee.

April 2021