

Name of Hiring Organisation / Individual

Address

Town

Postcode

Name of contact person for this booking

Email

Telephone

Purpose of hire - please briefly outline what you want to use our facilities for

Room(s) you want to hire

Conference Floor

The Den

The Bunker

The Snug

The Art Room

The Drama Room

Date(s) of hire

Event start time

Event end time

Time that access is required for any set up or preparation

Approximate number of people expected

Room layout required

Boardroom

Theatre

Cabaret

U-shaped

Other

Any other information or requests

Timings for your event

Event start

Break

Lunch

Break

Any other breaks

Equipment you'll need from us

TV (or screen)

Flip chart

Paper / pens

Amplified sound

Live stream*

* Conference room only at additional cost

Public Liability insurance certificate provided to Youthscape

Lunches - if you require it

Total number*

Vegetarian

Vegan

Halal

Nut free

Gluten free

* Total lunches including any dietary needs you have indicated

Other refreshments - coffee, tea, sparkling and still water are provided

Fruit juices

Pastries*

Biscuits*

* Options can be provided for any dietary needs

Are there any additional needs for those attending that we should be aware of?

This section can be left blank if costs, including refreshments, are still being confirmed.

Total cost of hire	<input type="text"/>	Cost of lunch and refreshments will be invoiced separately
Deposit	<input type="text"/>	Payable on booking
Balance	<input type="text"/>	Payable 14 days before the hire
Damages deposit	<input type="text"/>	We will let you know if a deposit is required

Payments must be made by BACS to Youthscape's account at HSBC.

Account: Youthscape
Sort Code: 40 30 32
Account number: 52463237

Please reference your payment with the first five letters of the Hirer and the date of the hire. For example, for a company called Lettermans making a payment for hire on 4th June 2023, the reference would be LETTE 040623.

In signing this hire agreement, the Hirer agrees to the Hiring Terms and Conditions and accepts responsibility for paying all charges due to Youthscape under this contract, including any cancellation charges and any extra charges that may become payable after the contract has been entered into.

On behalf of the hirer	Date
Signature	Name
On behalf of Youthscape	Date
Signature	Name

Please return this completed form to: **Room Bookings, Youthscape, Bute Mills, 74 Bute Street, Luton, LU1 2EY** or email roomhire@youthscape.co.uk.

Contact us on 01582 877220, or by email at roomhire@youthscape.co.uk, if you have any questions.

- 1. Bookings** - All bookings will be treated as provisional until a booking form is completed and signed by both parties and a deposit paid. Provisional bookings will only be held for a period of two weeks. If not confirmed by booking form at the end of this period, the date may be released.
- 2. Refusal** - Bookings will be accepted only if the nature of the function is considered appropriate by Youthscape and in sympathy with the ethos of the charity. Youthscape reserves the right to refuse a booking.
- 3. Nuisance** - The Hirer will ensure that the Event will not be conducted and that its guests will not behave in a way which will or may constitute a breach of the law or cause a nuisance to Youthscape's neighbours.
- 4. Insurance** - The Hirer must have their own Public Liability Insurance for the duration of the hire and will provide a copy of the policy certificate to Youthscape in advance.
- 5. Payment** - For all bookings under £200 - 100% of the booking fee will be payable on confirmation of the booking. For all bookings over £200 - 50% of the booking fee will be payable on confirmation of all bookings with the remaining 50% payable 14 days prior to the event taking place. Bookings must be fully paid prior to the date of the hire.
- 6. Cancellation** - Cancellation of booking will result in a charge being made to the hirer. For bookings cancelled more than 14 days in advance, 50% of the charge applies. For bookings cancelled less than 14 days in advance, 100% of the hire charge is payable.
- 7. Amendments and changes** - Due to circumstances beyond Youthscape's control it may be necessary to change or cancel your booking. Where the change is considered major, as decided by Youthscape, the hirer will be offered the option to accept the change or to receive a full refund of any monies paid against the booking. Youthscape is not responsible for any other costs, expenses or damages which may have been incurred by the hirer or their guests as a result of the change.
- 8. Hire times** - The period of hire agreed must include time required by the Hirer to set up beforehand and ensure that, when finished, all equipment and materials brought by the hirer are removed. The Hirer must be aware of the hire period and that they will not be able to enter before or leave after the agreed hire period.
- 9. Damage** - The Hirer will be responsible for any damage caused to the building by an employee or a guest involved in a careless act and must pay the total amount required to make good any such damage. Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors or any other furniture. A refundable damage bond of £100 may be charged for all bookings over £200 in addition to the prices quoted. This will be refunded in full subject to there being no damage to Youthscape's property or equipment. Youthscape cannot be held responsible for any loss or damage to the hirer's property or that of their guests.
- 10. Safety and first aid** - The Hirer is aware they must provide their own first aid arrangements and complete a risk assessment. The Hirer is responsible for holding a list of all attendees in case of emergency evacuation.
- 11. Use of our name** - The Hirer must not use our name or logo or any visual image of Bute Mills, on any materials relating to your event without our prior written permission.
- 12. Licenses** - The Hirer is responsible for ensuring, at their own expense, that any musician or other performer engaged by them complies with our instructions and with any applicable laws, regulations and licenses relating to their performance.
- 13. Signage** - The Hirer must not display any advertisement, poster, placard or banner on the facade or adjacent to Bute Mills without our prior written permission.

