

Name of Hiring Organisation / Individual

Address

Town

Postcode

Name of contact person for this booking

Email

Telephone

Date of hire

Conference Floor

Beginning at

Ending at

The Den

Beginning at

Ending at

The Bunker

Beginning at

Ending at

The Snug

Beginning at

Ending at

The Art Room

Beginning at

Ending at

The Drama Room

Beginning at

Ending at

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

Additional equipment or services requested - let us know if you want to talk about live-streaming or other extras

Total cost of hire	
Deposit	Payable on booking
Balance	Payable 14 days before the hire
Damages deposit	Payable on booking

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 2017, the reference would be LETTE 040617.

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: Tiffany Chan, Youthscape, Bute Mills, 74 Bute Street, Luton, LU1 2EY or email tiffany.chan@youthscape.co.uk.

Contact us on 01582 748967, or by email at tiffany.chan@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.
- 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 will 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.