**FACILITY HIRE BOOKING FORM – 2024/25**

Contact Name

Organisation & Address

Telephone Number

Booking contact email

Email address for invoice - if different from above

Purchase Order Number – if applicable

Please provide your registration number if your organisation is a charity/CIC or community group?

Please select if it has been agreed for your booking to be free of charge  By whom:

**Booking details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What is the purpose of your group? |  | | | |
| Age range (please highlight) | 8yrs – 12yrs | 13yrs – 19rs | 20 yrs – 24yrs | 25yrs + |
| Numbers expected |  |  |  |  |
| Booking details | Date(s): | | | |
|  | Day: | | | |
| Regularity of booking | One off / weekly / monthly | | | |
| Room/s required  (Please see attached pricelist) |  | | | |
| Times\* | Start | | End | |
| Do you require disabled access? | Yes/No | | | |

\*a minimum fee of 1 hour will be charged, all prices shown exclude VAT. You must allow for setting up and clearing up in your booking times.

* **Provisional bookings can be made by telephone or e-mail, a minimum of 4 weeks before date.**
* **Rooms are secured only on receipt of a booking form and the issue of a confirmation email.**

**Additional services:**

Do you require any refreshments or additional equipment?

**Specific set up instructions (e.g. layout)**

**Time refreshments required:**

|  |  |  |
| --- | --- | --- |
| **Please tick** | **Item** | **Cost** |
|  | Refreshments:  Tea / Coffee  Tap Water / Biscuits  Includes urn | £1.50/  person |
|  | Urn only | £15 |
|  | Fruit | 50p/person |
| **Audio-Visual equipment hire for sports hall only:** | | |
|  | Full tech package  With 2 each of speaker subs & towers, microphones, 70” monitors | £100 |
|  | 1 x speaker and microphone | £20 |
|  | 2 x speakers and microphones | £40 |
|  | 1 x monitor/screen | £20 |
|  | 2 x monitors/ screens | £40 |
|  | Photocopying:  B/w  Colour | 10p/sheet  20p/sheet |
|  | Monitor/screen (for small room hire) | £10.00 |
|  | Flipchart & Pens | £12.50 |

In order for you to hire our facilities, in most circumstances you need to ensure that you have the following in place:

**Please confirm that you have:**

Public Liability Insurance\* Yes / No

Policy Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Risk Assessments Yes / No

A designated First Aider Yes / No

Safeguarding Level 1 for all staff and volunteers (if working with young people under 25) Yes / No

Safeguarding Policy Yes / No

All staff and volunteers are DBS checked Yes / No

*I am duly authorised to sign this form on behalf of the above named organisation/group.*

*I have read, understand and agree to abide by the terms and conditions agreement rules as outlined in appendix 1.*

*I can confirm that the group/agency have the appropriate insurance, risk assessments and safeguarding procedures to cover the activity outlined in the purpose of facility hire.*

*\*A hirer who is wishing to book sports facilities for the purpose of organised lessons or matches must obtain and provide documentary evidence of Public Liability Insurance suitable for their activity for at least £5,000,000.*

Name Signature

Date

Office Use Only: Confirmation Sent:

Booking Ref: …………………………………

Hire Charge: ………………………………… Date: ………….. Signed: …………….

**Appendix 1:**

**Terms and Conditions Agreement Rules**

# Applying to use the Centre

1. Application for use of the Centre shall be made to the Head of Centre via Reception Bookings.
2. The right to refuse any application for the use of the Centre facilities is reserved for the Head of Centre (HoC). The Head of Centre may refuse an application to use the Centre facilities if the use by a particular organisation or individual presents a risk of public disorder or of alienating the Centre’s beneficiaries or supporters or is not in line with our charities aims and objectives or insurance.
3. All arrangements for the use of the Centres facilities are subject to MSMPH reserving the right to cancel bookings when the premises are rendered unfit for the intended use.

## **Hours of Opening**

Facilities are normally available for the use of hire between the hours of 9am to 9pm Monday to Friday, 10am to 5pm on Saturdays. The Centre can be opened later in the evenings and weekends but only by advanced application, and agreed by the Head of Centre.

**User Conditions & Guidelines:**

Moss Side Millennium Powerhouse is a centre for young people and other youth organisations. We want your visit to be positive and enjoyable. Please can you ensure that all your staff and young people are fully aware of the below guidelines before your visit.

By signing the booking form, you agree to the following conditions:

* All staff and young people are to sign in via reception.
* The Hirer/person in charge of the activity shall not be under 18 years of age and must be on the premises for the entire period of hire.
* Appropriate supervision of your young people/group will happen at all times.
* You will have the appropriate ratios of staff to young people to conform to our Safeguarding Policy.
* Regular hirers will be required to sign a Partner Code of Conduct and agree to adhere to it’s contents
* Your group is to stay within the areas you have booked.
* You will ensure that your group do not abuse centre staff, or any other building users whilst at MSMPH. The centre has a Zero Tolerance approach to abuse against any person within the premises of MSMPH. We expect you to challenge negative behaviour and manage your group effectively. Failure to do this could result in your group being asked to leave the site and effect future bookings.
* Please ensure that noise levels do not impact other users of the building.
* You are responsible for tidying up and the removal of all rubbish and equipment at the end of your session.
* In the event of a fire alarm, you will guide your group to the outside evacuation point, making sure that you have not left any of your group behind.
* The hirer agrees to indemnify, and keep indemnified, MSMPH against all proceedings , claims, costs, expenses and liabilities in respect of any injury to anyone and/or any loss of , or damage to property of anyone, arising from , or caused by, the hire of the facilities.

Failure to follow these guidelines could result in your group being asked to leave the premises and result in the review of future bookings.

### **Maximum Capacity**

The Centre has a maximum capacity for each room and grounds (see table) and on no account shall these figures be exceeded. Capacity is subject to seating arrangements, equipment and nature of activity. Room users are expected to undertake a risk assessment to evaluate room capacity.

\*Please note numbers in spaces need to reduce to reflect social distancing

**Payment Terms:**

Charges and this policy, will be reviewed annually.

The following terms apply:

* A minimum fee of 1 hour will be charged.
* All prices charged exclude VAT.
* Invoice details – please provide correct invoicing details on your booking form, with a PO number if required at the time of booking.
* The room hire fee, and any fees due in respect of equipment hire, will be invoiced via email. Should the Hirer fail to pay any invoices within this period MSMPH have the right to refuse future bookings.
* Full payment needs to be made **a minimum of 14 days before your booking**. If your booking is made with less than 14 days’ notice, payment is due at time of booking confirmation. Failure to pay can result in your booking being cancelled ahead of schedule.

**Cancellation Policy:**

MSMPH’s Head of Centre or Chair of the Trustee Board have the right to cancel or terminate bookings at any time, without a notice period if it is the best interests of MSMPH.

**Overall booking:**

If you choose to cancel your complete booking, the following procedures must be followed:

* Cancellation must be confirmed in writing via email to reception@msmpowerhouse.org.uk
* The notice period must be a **minimum of 2 weeks** prior to your cancellation date.
* All equipment stored must be removed by the last date of your booking.
* All outstanding hire charges must be paid by the last date of your booking.

**Cancellation charges:**

All cancellations and amendments must be confirmed to us in writing via email to [reception@msmpowerhouse.org.uk](mailto:reception@msmpowerhouse.org.uk) ; you will receive a written acknowledgement in return.

In the event that you cancel your booking, cancellation fees will be charged as detailed below.

1. More than 2 weeks’ notice – no charge
2. 1-2 weeks’ notice – 50% of fee charged
3. Less than 7 days’ notice – 100% of fee charged
4. No show – 100% of fee charged
5. If booked and cancelled within 3 days, a £5 admin fee will be charged

Acknowledgement and confirmation of your cancellation request will be given by return.

**Damage to property or equipment:**

1. You are liable for any damages, either accidental or purposeful, caused by your group.
2. You should inform centre staff straight away if there is damage that could be a health & safety risk.
3. You should inform centre staff by the end of your session if any damage has occurred, this will be recorded and repair charges could apply.

**Key management:**

1. You must inform the Head of Centre if you require keys for your sessions.
2. It is not guaranteed that you will be given a permanent set depending on the times of your booking, but keys will be made available to you for each session.
3. You must inform Head of Centre the names of key holders for your group.
4. You are responsible for the keys given to you during your booking.
5. If a set of keys is lost/stolen/misplaced you need to inform the Head of Centre immediately.
6. Charges for new sets of keys will be invoiced.
7. Key charges are as follows:

£18.00 per door key

£10.00 per door fob

1. If you are using a storeroom on a regular basis, a copy of the key is to be kept in reception for emergency use.

### **Storage:**

The permission of the Head of Centre must be obtained before goods or equipment are left or stored at the Centre.

You may be allotted specific storage for your equipment on a long-term basis. It is not guaranteed that you will have an individual storage facility, you may have to share space with other user groups.

You are responsible for ensuring that your equipment is stored in a safe manner that does not restrict access to other users, and that there are no chemicals or hazardous materials left on site at any time.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | PRICE PER HOUR (Community/VCS Rate) | | PRICE PER HOUR  (Business Rate) | |  |
| **Outdoor Sports Pitch** | Exc VAT | Inc VAT | Exc VAT | Inc VAT | Hard Surface |
| Weekdays | £15.00 | **£18.00** | £15.00 | **£18.00** |  |
| Weekend | £10.00 | **£12.00** | £10.00 | **£12.00** |  |
|  |  |  |  |  |  |
| **SPORTS HALL** |  |  |  |  |  |
| Full Hall for sports only | £25.00 | **£30.00** | £35.00 | **£42.00** |  |
| Full Hall set up w/tables & chairs  0-50 \*per booking  Full Hall set up w/tables & chairs 50-100 \*per booking | £25.00\*  £50.00\* | **£30.00\***  **£60.00\*** | £45.00\*  £70.00\* | **£54.00\***  **£84.00\*** |  |
| Badminton Court | 10.00 | **12.00** | 10.00 | **12.00** |  |
| **MEETING ROOMS** |  |  |  |  | **Approx. People** |
| Boardroom (conference room set up - includes wall mounted screen) | £30.00 | **£36.00** | £40.00 | **£48.00** | Up to 18 |
|  |  |  |  |  |  |
| Art Room | £20.00 | **£24.00** | £40.00 | **£48.00** | 25 |
| Dance Studio | £20.00 | **£24.00** | £40.00 | **£48.00** | 25 |
| Music Studio | £10.00 | **£12.00** | £20.00 | **£24.00** | varies |
|  |  |  |  |  |  |
| **OTHER AREAS** |  |  |  |  |  |
| Youth Zone | £25.00 | **£30.00** | £40.00 | **£48.00** | Not Exclusive Mon-Fri |
| One to one room | £10 | **£12.00** | £15 | **£18.00** | Up to 3 |