

ORGANISATION/GROUP DETAILS				
Organisation Name:				
Contact Name:				
Contact Address				
Postcode:				
Tel No:		Mobile:		
Email Address:				
Are your group/organisation members of Engage Renfrewshire?				
EVENT DETAILS				
Event Title				
Numbers Attending				
DATE AND TIMES OF HIRE				
Date	Arrival Time	Start Time	Finish Time	Departure Time
ROOM LAYOUT (Please tick as appropriate)				
Boardroom (16)		U-Shaped (12)		Theatre (24)
TEA/COFFEE/WATER/BISCUITS				
Please indicate times				
Morning		Afternoon		
Lunch				
MEETING ROOM EQUIPMENT REQUIRED				
Flipchart, pad and pens		Laptop		
TV and Audio equipment		Hearing Loop		
NOTES				
Please use this section to tell us if you have any special requirements. Please note: Engage Renfrewshire offices are fully accessible.				
Signed			Date	

TERMS AND CONDITIONS OF LET

- 1 The premises shall not be deemed to be let until the applicant has received confirmation in writing from Engage Renfrewshire.
- 2 The hirer must ensure that all person(s), equipment, goods and personal effects have left the building no later than the agreed let time.
- 3 The hirer must not use the premises for any purposes other than that stated on the booking form.
- 4 If the hirer cancels the let within 24 hours of the date of hire, the hirer will be charged in full.
- 5 An invoice will be issued after. Please note terms on the invoice.
- 6 The hirer is responsible for any costs associated with the loss or damage to the building or fittings, fixtures and furnishings occurring during the hire period.
- 7 The hirer must leave the premises in a clean and tidy condition.
- 8 The hirer is responsible for the safety of persons during the period of hire and must inform those persons of the position of fire exits and of the evacuation procedure.
- 9 All hires must conform to Health and Safety legislation and Engage Renfrewshire's Health and Safety Policy, a copy of which is available on request.
- 10 The hirer shall be held responsible for the behavior and actions of persons in the building for the hirers agreed time of let.
- 11 Please note that the premises and grounds are no smoking areas.

DECLARATION

I have read and agree with the Engage Renfrewshire Conditions of Let.

Signed:

Organisation:

Date: