



# River of Life Centre

## Booking Form & Hire Agreement

### *Hirer Details*

Contact Name: \_\_\_\_\_ Tel No: \_\_\_\_\_

Under 18     18 -20     21 or Over    Email: \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

Group/Organisation/Business/Meeting Name: \_\_\_\_\_

Business     Charity (No. \_\_\_\_\_)     Non Profit Group     Other

Address for Correspondence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_ Expected Total No. Attendees: \_\_\_\_\_

### *Booking Requirement*

One Off Hire     Repeating Hire (Set Pattern) details: \_\_\_\_\_

Hall(s)	Large Hall		Small Hall	
	From	To	From	To
Required				
Date	___/___/___	___/___/___	___/___/___	___/___/___
Time	___:___	___:___	___:___	___:___

(including set-up and clear-down time)

Total Hire Price Agreed with River of Life Officers £ \_\_\_\_\_ per \_\_\_\_\_

Deposit of £ \_\_\_\_\_  enclosed     Already paid: ( Account No. \_\_\_\_\_ )

Balance will be paid: \_\_\_\_\_ (Cheques to be made out to "River of Life MCC")

### **Signatures:**

The Hirer agrees to the terms and conditions here-in

Accepted by ROL Officer:

(Signed): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## *Terms and Conditions of Hire*

### **General**

The Booking Secretary must be contacted in respect of any final arrangements being required for the Purpose of Hire as stated on the Booking Form (page 1). Hirers should ensure that they are fully aware of these Terms and Conditions of Hire which are compulsory to this agreement. The Hirer assumes all responsibility for all attendees & users during the entire booked window of hire. It is River of Life Policy that no booking can be accepted for meetings or events of a lewd nature or that are deemed to contravene the Equal Rights legislation, or from individuals under 18 years of age. All youth activities must be made and supervised by a responsible adult.

### **Hire & Deposit**

The Hall(s) will not be considered to be booked until a deposit (50% of the total hire price) has been received by us with your booking, and the balance paid in full at least 14 days (two weeks) in advance of the hire period. If the balance is not forthcoming within this period, River of Life reserves the right to cancel the booking and re-let the hall(s), whereupon any deposit paid shall be forfeited. At the discretion of River of Life an additional retainer may be required in case of possible damage to the centre by hirers or their attendees.

### **Damage Retainer**

At the discretion of the Booking Secretary, a damage retainer of £50 may be applied for any hire function where it is felt necessary, up to 50% of which shall be retained in the event of excessive cleaning. In the event of damage to River of Life Centre or its contents, River of Life reserves the right to retain all or some of the damage deposit which will not constitute final settlement of any claim. Damage retainers should be paid no later than 48 hours before the event (unless booking is within this period). These will be refunded, in full, as soon after the event as possible, providing all terms have been met.

### **Cancellations**

Cancellation by the Hirer:

Should the hirer cancel their booking within 24 hours of the hire start date, the deposit may be forfeited. However, in the event of the hall(s) being re-let and there being no loss of hire revenue, the deposit shall be refunded.

Cancellation by River of Life:

River of Life reserves the right to:-

- a) refuse the application for Hire for any reason
- b) cancel the Hire booking at any time, either if the hall is required by River of Life in an emergency, or if River of Life is of the opinion that the function or event is likely to be of an objectionable or undesirable nature. In either case deposits and fees will be refunded but River of Life shall not be liable to pay compensation of any kind.
- c) cancel any booking because of unforeseen circumstances that would make it difficult for the Purpose of Hire to adequately or safely proceed.

### **Limit of Admissions**

The maximum number of attendees to be admitted by the Hirer shall not exceed that shown in the current Hall Hire Brochure, a copy of which is also available from our website shown at the end of this document.

### **Insurance and Licenses**

All appropriate licenses and insurances shall be sought and obtained by the hirer.

### **Conduct of Patrons**

a) The hall(s) must not be left unattended if early admittance is arranged for setting up. A responsible adult (usually the Hirer) must be left in/with the building until the end of the hire period.

- b) The Hirer shall be responsible for the prevention of disorderly conduct.
- c) The Hirer shall assist, to the fullest possible extent, with the clearing of the Centre by the prescribed time and ensure that the Centre is left clean and tidy for the next user.
- d) The Hirer shall be responsible in ensuring that any music being played is kept to an acceptable volume concerning both patrons and neighbours, and request that patrons leave the premises at the end of the function in an orderly and quiet manner.
- e) In the event of disorderly conduct by patrons and/or failure of the hirer to observe clauses a) to d) (above), River of Life reserves the right to close down the event before the prescribed time and cease any entertainment (e.g. disco, band e.t.c.) which might be taking place or be scheduled to take place. In such circumstances no refunds shall be payable.

**Other Notices**

Please note that smoking is not permitted inside the River of Life Centre.  
River of Life does not hold any licence to sell alcohol.

**Emergencies**

In the event of an Emergency (i.e. a Fire)

Please ensure that ALL people attending your function follow the directions of the River of Life Centre and evacuate to the Durngate Street CAR PARK and remain there until the building is deemed safe by the emergency services before returning to the building. Give particular assistance to persons with access difficulties.

**Youth Events**

Events organised for people under 18 years of age, MUST have responsible people present who are **fully police checked** as under current legal requirements.

**Finally**

We sincerely hope you enjoy use of our building and that your planned event goes well. Please do not hesitate to contact us if you have any other questions, concerns or requests where we might be able to assist.

This document and Hire agreement is deemed to have been made in England and is therefore subject to English Law.

River of Life MCC,  
River of Life Centre,  
Durngate Street,  
Dorchester, DT1 1NA

*ROLMCC Office Use Only*

Deposit Paid: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Retainer Paid: \_\_\_\_\_ Retainer Returned Date: \_\_\_\_\_

Receipt No: \_\_\_\_\_ Sent/Passed to Hirer

Balance Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Copy to Centre

River of Life MCC is an Incorporated Charity (Charity Registration No.1129155),  
Company No. 06869444 Registered Office: 56 Dorchester Rd, Lytchett Minster, BH16 6JE

website: [www.river-of-life.org.uk](http://www.river-of-life.org.uk) email: [halladmin@river-of-life.org.uk](mailto:halladmin@river-of-life.org.uk)