

FREEBRIDGE COMMUNITY HOUSING BOOKING FORM

Dear Sir / Madam thank you for enquiring about the hiring of a Communal Area on one of our 17 Sheltered Schemes within West Norfolk. If you wish to book a room then please read the Terms and Conditions of letting the rooms and complete and sign all forms to confirm your acceptance.

Both the Booking and Terms and Condition forms must be returned to Freebridge at least 2 weeks prior to the event-taking place. Once we receive your booking, we will respond to you within 7 days to confirm if the communal room is available for hire on the dates you have requested. Freebridge Community Housing will then invoice you for payment and will charge you either quarterly, 6 monthly, annually or a one off payment.

Please return forms to: Communal.Rooms@freebridge.org.uk

By Post – FAO Communal Room Booking, Freebridge Community Housing, Juniper House, Austin Street, King's Lynn, Norfolk, PE30 1DZ

Name of the Hirer/or "Responsible person":

I have read through and agree to abide by the Terms and Conditions.

Signature 1:

Signature 2:

Print name:

Print name:

Date:

Telephone number	
Mobile number	
Address	
Postcode	
Tenancy Reference number	

(Continued)

Email address	
Location of Communal Room	
Approx. number of people attending	
Payment options	Quarterly <input type="checkbox"/> 6 monthly <input type="checkbox"/> Annually <input type="checkbox"/> One off payment <input type="checkbox"/>

HIRE COSTS

Half Day	Between 1 & 4 Hour duration total cost £12.50
Full Day	Over 4 Hours duration total cost £25.00

If the type of function is a Polling Station, the charge will be £15

Opening hours:

Internal bookings. The communal areas will be available 365 days a year including bank holidays between 9 am -11 pm. No cost applied.

Internal bookings are defined as activities organised solely by a resident(s) for the benefits of residents or their immediate family i.e. birthday party.

External bookings. The communal areas will be available every day including weekends between 9 am – 11 pm but excluding bank holidays. Cost applied.

External bookings are defined as activities organised by a person(s) who does not live on the scheme and the activity is available solely for non-residents or a combination of residents and non-residents.

All bookings will be reviewed every 12 months to check they are still using the communal room.

Office Hours:

Monday – Thursday 8:45 am – 5:15 pm

Friday 8:45 am - 4:45 pm.

3. **SUPERVISION & RESPONSIBILITY:** The “Responsible person” will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity including proper supervision of any car-parking arrangements so as to avoid danger to members of the public and obstruction of the public highway.
4. **EMERGENCY ACTION PLAN FOR “RESPONSIBLE PERSON”:** As a “Responsible person” of these premises, you have legal duties with regard to the safety of the people who attend the meetings and events of your group or organisation. As “Responsible person”, you are deemed to have accepted your responsibilities to familiarise yourself and any helpers/stewards with the emergency action plan that is located within the entrances to the sheltered scheme communal area.
5. **“RESPONSIBLE PERSON” ARE RESPONSIBLE FOR ENSURING THAT THE FOLLOWING RULES ARE OBSERVED:**
 - Emergency Action Plan and procedures are understood.
 - No Naked Flames – (Candles etc.) are used during the period of hire.
 - No Illegal Substances are used or brought onto Freebridge Community Housing premises.
 - The premises are NOT used for displaying goods, placards etc. (In the interests of safety and security, the front doors of the Sheltered Scheme should remain closed during the hire.)
 - Before the premises are left, all lights and other non-essential electrical appliances are switched off and plugs are removed from sockets where practical and applicable. A fire check should be made, all windows should be closed, internal doors shut and external doors locked.
 - Any spillages must be promptly cleaned up to avoid causing a slip hazard.
 - Equipment must be stored in a way that does not present a risk to others.
 - Ensure no animals are permitted in any part of Freebridge Community Housing premises except those designated under Health & Safety regulations as being assistance to disabled persons.
 - All breakages or damage caused are reported to the keyholder.
 - Furniture or any other items belonging to Freebridge Community Housing are Not Allowed to be taken out of the building. Tables etc. are not to be used outside.
 - No posters, decorations or the like are fixed to walls without consent from Freebridge Community Housing. If redecoration is required through non-adherence to this rule, the charge for decoration will be passed on to the “Responsible person”.
 - The “Responsible person” takes responsibility for carrying out risk assessments for their own activities, and putting in place effective measures to control any risks identified.
 - “Responsible person” and guests are expected to show respect and courtesy to others using parts of the Complex and to keep noise to a minimum during activities and when leaving the premises so as not to disturb residents of the sheltered scheme.
 - **COMPLETION OF HIRE:** At the end of hiring, the “Responsible person” shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by authorised representatives of Freebridge Community housing. Any contents temporarily removed from their usual positions should be properly returned. All rubbish, litter waste materials including food is REMOVED & TAKEN AWAY (That’s home or to a suitable Refuse Site for disposal). Should this not be complied with Freebridge Community Housing reserves the right to make an additional charge.
6. **CHILD PROTECTION/ADULT SAFEGUARDING:** In the event that the hiring involves the attendance of children, young persons under the age of 18, and vulnerable adults at the premises, the

“Responsible person” confirms, that there will be in place an appropriate Child Protection/Adult Safeguarding Procedure. The “Responsible person” agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The “Responsible person” confirms that, when necessary under the terms of the Child Protection Procedure, appropriate Disclosure and Barring checks will be carried out in respect of persons involved with children, young people and vulnerable adults on the premises during the course of the hiring.

- 7. PARKING:** The hire of the premises does include the use of parking facilities. Freebridge Community housing reserves the right to ask for any cars related to this hiring to be removed or prevented from parking on site due to other concurrent or overlapping activities on site.
- 8. EXCLUSIONS:** The “Responsible person” shall not use the premises for any purposes other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.
- 9. ALCOHOL:** These are not licensed premises and no alcohol can be sold thereon without a licence from the local authority (The Borough Council of King’s Lynn & West Norfolk). In any event Freebridge Community housing would not, support any event, which involved the sale of alcohol on its premises and would oppose any attempts to gain a Temporary events Notice for the sale and consumption of alcohol on their premises. Should the “Responsible person” wish to bring drinks onto the premises for private consumption, written notice of this is to be provided at the time of booking. On those occasions where alcohol is consumed privately. The “Responsible Person” will ensure the health and wellbeing of all participants at events organised by them both during and after the event. This will include cases of excess alcohol consumption by any attendees. **UNDER NO CIRCUMSTANCES, WILL FREEBRIDGE COMMUNITY HOUSING TOLERATE ANY BREACH OF CURRENT LEGISLATION AND WOULD LOOK TO SHUT DOWN ANY EVENT WHERE THE CORRECT PROCEDURE HAS NOT BEEN FOLLOWED AND IF RELEVANT NECESSARY LICENCES HELD.**
- 10. SMOKING:** The entire premises and grounds are a No Smoking Zone. For safety reasons individuals should not smoke in the car park.
- 11. ACCIDENTS:** The “Responsible person” must report all accidents involving injury to the public as soon as possible to Freebridge Community Housing and complete the relevant section in the accident book held on individual schemes accident book. An accident book is kept within each Kitchen in Communal areas. Please complete and inform the Key Holder.
- 12. FIRST AID:** “Responsible Person” must supply their own First Aid equipment. In an emergency limited equipment is available in kitchens of the Communal Areas on individual schemes. An accident book is kept within each scheme. Please complete and inform the Key Holder.
- 13. LIABILITY:** Freebridge Community Housing shall not be liable for any injury (including injury resulting in death) or damage or loss of property which shall or may occur to, or be sustained by, any person(s) associated with the “Responsible Person” of their organisation/event whilst on the premises (except injury or damage as may occur by reason of the neglect of Freebridge Community Housing or its representatives). The “Responsible Person” hirer shall indemnify Freebridge Community Housing against all action, proceedings, costs, damages and expenses in respect of injury to persons and damage or loss of property, which may arise from the activities of the hirer, or any person(s) associated with the hirer of their organisation / event. “Responsible Person” are advised to take out insurance in respect of their event activities, to protect those who attend the event.
- 14. FOOD:** If food is to be prepared or served and/or if the kitchen is to be used, The Hirer becomes responsible for correct Health and Safety practices under the Food Safety Act of 1990 and any subsequent related regulations.
- 15. MUSIC:** The “Responsible Person” undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any “Responsible Person” who intends to

play music or have a live band agrees to inform in writing at the time of booking. The “Responsible Person” undertakes to ensure that all noise is kept to a level such that neighbours of the premises are not unduly disturbed. The “Responsible Person” Hirer agrees in any event to terminate all loud noise on the premises at 10.30pm.

- 16. PUBLIC SAFETY:** The “Responsible Person” shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate’s Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.
- 17. PROPERTY:** Freebridge Community housing accepts no responsibility for any goods, equipment, property, etc., whether is in use, left or stored at the premises by the “Responsible Person”. On any occasion the “Responsible Person” must obtain permission from Freebridge Community housing for any items which are to be stored on the premises.
- 18. CANCELLATION:** IF YOU NEED TO CANCEL A BOOKING OR BOOKING, PLEASE CONTACT US AS SOON AS POSSIBLE.
- No cancellation fee will apply to any booking(s) cancelled 5+ days prior to the date of the event. Any booking(s) cancelled later than this means you may be subject to a charge.

Freebridge Data Protection Privacy Statement: We take your privacy seriously and you can find out more about your privacy rights and how we collect, use, share and secure your personal identifiable information (“personal information”) by referring to our Privacy Notice which can be found on our website (<http://www.freebridge.org.uk/documents/Privacy-Notice-Placesaping.pdf>) or by requesting a hard copy from us.

How we use your personal information will depend on the services we provide to you. However, we obtain your personal information so we may conduct our normal business operations as a registered social housing provider.

The Privacy Notice provides information about how we use your personal information with effect from 25th May 2018 and updates any previous information we have provided about using your personal information.

If we make any significant changes affecting how we use your personal information, we will make changes to the Privacy Notice, and we will contact you to inform you of these changes.

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the law to the processing and protection of your personal identifiable information. Should you have any questions about how we use your personal identifiable information, our DPO can be reached by writing to us and addressing your letter to: Data Protection Officer, Freebridge Community Housing, Juniper House, Austin Street, Kings Lynn, Norfolk PE30 1DZ; or Email us at: DataProtectionOfficer@freebridge.org.uk