

Moorlands College Functions Booking Form

Name of Group:

Organiser:

Address:

Telephone No.: (Home) (Work)

Estimated Number: Adults

Children (under 12)

Date:

Arrival Time: Departure Time:

Requirements

Please state the requirements for the function

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Please enclose a non-returnable booking fee of £20.

Cheques should be made payable to Moorlands College

This form, duly completed and signed, together with the acknowledgement from the College, form a Contract of Hire between Moorlands College and the organisation named above. The organiser is responsible for ensuring that the College policy of no smoking and no alcohol on site is observed, and this forms part of the Contract.

Should the booking be cancelled, the following fees will be charged within the relevant cancellation period:

6 months	Deposit only
3-5 months	25% of booking value
1-2 months	50% of booking value
less than one month	Total booking value

Signature of Organiser:

Date:

Terms and conditions:

The College has a statutory responsibility to have due regard to HMG's anti-terrorism strategy. This includes monitoring use of our premises by external groups to ensure that no event or speaker will promote extremism (whether violent or non violent) during the course of the programme. Whilst seeking to observe this responsibility, the College maintains the right to free speech. If your planned programme or speakers could be considered a potential risk under the Prevent Duty, you are required to let the College know in advance of the event. We can arrange for a member of senior management to make you aware of the parameters the College maintains under our Prevent Duty.

Provisional bookings are accepted by the College for the use of the Centre. They will only be held for 14 days from the date of receipt after which time they are either confirmed by receipt of a completed booking form and deposit or deleted. Facilities will only be reserved after written confirmation has been received and acknowledged by the College. A non- refundable deposit of £20 is required to confirm the booking. Cheques should be made payable to Moorlands College.

An invoice will be issued prior to the groups departure. Full payment should be made to the Centre Manager before leaving the Centre unless prior arrangements have been made with the Manager. The College reserves the right to require payment before the commencement of the hire period. Every effort will be made to avoid revising charges once a booking has been accepted on the basis of quoted charges. However, the College reserves the right to revise the charges where the rate of inflation or other factors make this necessary. Normally not less than three months notice of any revision of charges will be given. If the charges for the period of hire have not been set by the College at the time of booking, the organisers should expect that the charges will rise at least in line with inflation.

The organisation hiring the facilities will be liable for all and any damage caused to any room, facilities, furniture or equipment caused by acts or omissions of any attendees. Damage or loss of College equipment will be charged to the organisation by invoice.

No College property must be removed from the buildings in any circumstances. All attendees from the organisation or their visitors are required to comply with all health, safety, fire and general instructions issued. Organisers are asked to note that Moorlands College operates a non-smoking and no- alcohol policy with which all visitors are required to comply with (the no-alcohol policy excludes communion wine). Vehicles and their contents are left on the College premises at the owner's risk. It should be noted that cars are not covered by insurance whilst being driven or parked on the campus. Moorlands College will accept no responsibility or liability for the loss or damage to personal effects belonging to attendees.

Organisers will be responsible for ensuring that all participants behave in a reasonable manner at all times, that no nuisance is committed on College premises, and that they will not engage in activities which are likely to bring the College into disrepute. Particular consideration should be given to the families who live on site and their need for privacy. Where any attendees are below the age of 18, there must be at least one responsible adult to every 7 young people who must be present throughout the duration of the hire period and who must provide adequate supervision at all times. This also applies to the use of the Sports Hall. Mixed groups of any age must have at least one leader of each gender.

A member of staff will normally be on duty during the day. A telephone number will be given to the organisers for use in an emergency when all staff are off site. Time must be allowed at the beginning of the programme for the Manager to welcome the whole group to the Centre and outline the site rules and health & safety procedures.

Charges for photocopying and other incidentals will be added to the final invoice, if used.

Normal meal times are: **Lunch 1pm**

Evening Meal 6pm

If necessary, with the agreement with the Residential Centre Manager the times of meals can be altered to suit your requirements. Sample menus are available on request.

All groups booking the centre must hold adequate public liability insurance cover, including an indemnity to principals clause. It is also the responsibility of the organisers to take out suitable insurance covering loss or damage of personal effects. Please send a copy of your current insurance policy one month before your booking starts.

Expected numbers and special requirements should be sent in writing at least one month before the hire period starts. Final numbers and special diets of attendees must be notified at least ten days before the hire period begins. We cannot guarantee that people can be catered for if notified after this time. The final numbers declared will become the minimum number used in the calculation of the final invoice.

Please note that Moorlands is not responsible for any accidents or injuries that may occur when groups are doing their own events or activities on site. It is the responsibility of the organiser to make sure events or onsite activities happen safely. Risk assessments for specific activities may need to be shown prior to a specific event or activity. Organisers also need to provide adequate first aid cover and supply their own First Aid Kit for the group.

Cancellation Policy:

Period of Notice (i.e., the period between notice being received by the College and the day the hire of facilities is due to start)

Over 6 months 25% guaranteed no. booking value or £200 whichever is the greater,

2-4months 50% guaranteed no. booking value,

Less than 2 months Total guaranteed no. booking value

Cancellation of a confirmed booking is only effective from the day it is received by Moorlands College in writing. If no guaranteed minimum number of attendees have been provided an assumed value of £5000 will apply.

If the College is unable, in part, to carry out its obligations under a confirmed and accepted booking, the College will give notice in writing and thereupon be released from those obligations which can no longer be fulfilled. Should it be necessary for the College to cancel a confirmed and accepted booking in entirety, then the College will either refund the deposit in full or offer an equivalent alternative booking if more than three months notice is given. If the notice period is less than three months and if an acceptable alternative booking cannot be offered, the College will refund the deposit, and also compensation, with the total payment, including the deposit, being equal to 50% of the guaranteed no. booking value.