



## BOOKING FORM

Name	
Organisation	
Address	
Contact Numbers	
Email	
INVOICE name & address	
Type of Activity	
Room/s Booked	
Day/s Required	
Date/s from .. to... (for repeat/ regular booking)	
Times of Hire	
Private (closed group/meeting) Community (open to all, publically publicised)	
Booking Confirmed	
Keys Issued / Required?	
Rate Agreed	

Hirers are responsible for ensuring they have the necessary insurance, PPL and DBS checks in place to run their activities. We politely request that all hirers book for the time required for setting up before and tidying up after their sessions and leave the room as they found it.

Bookings should be paid for by cheque or by BACS to the:

Old Bath House & Community Centre, Sort Code; 30-15-53 Acc. No: 01579105

A monthly invoice will be issued if payment has not be made prior to the end of the month.

I agree to the Terms & Conditions of Hire:

Hirer Name: .....

Signature: ..... Date: .....

Hire Charge:	Date Paid:	Signed:
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## CONDITIONS OF HIRE

1. THIS IS A NON SMOKING BUILDING - All Areas.
2. Food and drinks should not be consumed in the rooms except bottled water, unless previously agreed and specified on the booking form. Any spillages must be cleared up immediately to protect the floor / carpets.
4. Hirers may use the fold down tables and chairs available on the racks in the main hall corridor downstairs, but must return all tables and chairs to their storage trolleys at the end of their session.
5. The rooms used, including hallways, kitchen and toilets, should be left tidy and clean for the next booking. Rubbish should be put in the green bins provided in the loading bay area at the back of the centre in the car park.
6. The Hirer will be responsible for any loss, or damage to the fixtures and fittings of the building.
7. At the end of the period of hire all windows and doors must be secured and lights switched off. Any portable heating/air conditioning appliances should be turned off at the end of the booking.
8. Users' equipment and activities should not cause inconvenience or be a Health & Safety risk to other hirers using the building.
9. Burning anything in the building poses a serious fire risk. The use of incense, candles or any naked flames is not allowed. In the event of a fire, hirers are responsible for ensuring the safe evacuation of their members/guests from the building.
10. The Hirer must complete a booking form and will be registered onto the Hallmaster online booking system to use the community centre and it's facilities. New GDPR regulations require the hirer to grant permission to The Old Bath House to use this information. The Old Bath House will not share any these details unless prior permission has been given, including to promote the hirers activities.
11. The Hirer must not transfer his/her booking nor pass any keys issued by the Old Bath House to any other person or organisation.
12. The Hirer is responsible for obtaining the necessary insurance, PPL license and DBS checks to cover their activity. Groups that work with vulnerable adults, young people and children are encouraged to register with Milton Keynes Council's Community Groups Registration Scheme: <https://www.milton-keynes.gov.uk/leisure-tourism-and-culture/community-groups-registration-scheme>. Groups registered with this service will qualify for 'community rates'.
13. The Old Bath House and Community Centre insurance policy does not cover third party activities.
14. Bookings are to be paid in advance and cancellation must be emailed to [oldbathhouse@gmail.com](mailto:oldbathhouse@gmail.com) with at least 7 days notice to receive a full refund.
15. NO BETTING / NO ANIMALS (Except Guide Dogs)

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The management committee accepts no responsibility for loss or damage to personal belongings at the centre.  
The management committee reserves the right to refuse any application for the use of the premises.