

# HAMARA'S ROOM BOOKING APPLICATION FORM

Hamara aims to bring all communities together. It is a thriving, multi-purpose community resource which offers a clean, safe, and welcoming venue that allows people the space and encouragement to improve health and well-being, develop skills, and socialise.

We have several rooms available for hire at competitive rates, and offer additional equipment and facilities to assist you with your event.

**Please note: Hamara operates a strict no alcohol policy.**

Date(s)

Required:

\_\_\_\_\_

Room(s)

Required:

\_\_\_\_\_

Organisation/Lead

Hirer:

\_\_\_\_\_

Address:

\_\_\_\_\_

Postcode:

\_\_\_\_\_

Contact Telephone:

\_\_\_\_\_

Email:

\_\_\_\_\_

Event Detail/Type:

\_\_\_\_\_

Start Time:

(allow for setting up)

\_\_\_\_\_

End Time:

(allow for clearing up)

\_\_\_\_\_

Total Hours

Required:

\_\_\_\_\_ hours

Room Layout & Seating:

Boardroom

Classroom

Theatre

Circle

Number  
of seats \_\_\_\_\_

Number  
of seats \_\_\_\_\_

Number  
of seats \_\_\_\_\_

Number  
of seats \_\_\_\_\_

The group will set up the room independently: YES / NO

**Cost of Room Hire:**

	<b>Room Seating Capacity</b>	<b>Private Meetings/ Non-Community Organisation</b>	<b>Private Events (e.g. Birthdays, Weddings)</b>
<b>BOTH HALLS</b>	Seating 100	£120 p/hr	£550 (Max 5 hrs)
<b>PART HALL</b>	Seating 30	£35 p/hr	N/A
<b>TRAINING ROOM</b>	Seating 20	£35 p/hr	N/A
<b>IT SUITE</b>	Seating 12	£35 p/hr	N/A
<b>ROOF GARDEN</b>	Seating 25	£50 p/hr	N/A

### **Cost of Table/Chair Hire:**

<b><u>Type of Table/Chair</u></b>	<b><u>Price per Table/Chair</u></b>	<b><u>Quantity</u></b>
9 x Foldable round table (seats 6 – 8)	£10	
7 x Foldable white rectangular tables with wheels (seats 6 – 8)	£5	
6 x Foldable beech rectangular tables (seats 6 – 8)	£5	
7 x Non-foldable small rectangular tables (seats 4 – 6)	£3	
25 x Foldable chairs	£1.50	
115 x Non-foldable chairs	£1.50	

*NB Cost of tables and chairs is included in the cost of room hire. These prices are for those wishing to rent tables/chairs for use in a different location.*

### **Cost of Additional Equipment Hire:**

<b><u>Type of Equipment</u></b>	<b><u>Price per Item</u></b>	<b><u>Quantity</u></b>
Television	£5	
PA System	£50	
DVD Player	£5	
Digital Projector	£10	
Video	£5	
OHP	£5	
Whiteboard & Pens	£5	
Flipchart & Pens	£5	
Photocopying	Price on request	
Crockery (includes knife, fork, spoon, plate, side-plate, and glass)	£5	
Tables clothes and centre piece	£10	

**Cost of Catering:**

<u>Item</u>	<u>Price per Person</u>	<u>Quantity</u>
Tea / Coffee	£1.00	
Fruit Juice	£1.00	
Bottled Water (2ltr)	£2.50	
Bottled Water (500ml)	£1.00	
Biscuits (on request)	50p	
Fruit selection (on request)	Negotiable	
Sandwiches (on request)	Negotiable	
Buffet Lunch (on request)	Negotiable	

*NB Please let us know if anyone has any allergies.*

Please indicate the times you wish the refreshments to be served: \_\_\_\_\_

If you wish to discuss your catering needs we can recommend the following  
<https://www.hamara.org.uk/our-services/hamara-heritage-cafe/>

**Total Cost:**

Room Hire	£
Tables/Chairs	£
Additional Equipment	£
Catering	£
Refundable Cleaning Deposit	£50
Total	£

- I have read and agree to the Terms and Conditions.
  
- I understand that full settlement is due no later than 14 days prior to the start of the hire period.
  
- I understand that my booking is not confirmed until I have paid the deposit (50% of the total cost).

Signed: ..... Date: ..... Position: .....

## **Terms and Conditions**

Please read the full Terms and Condition of hire contained herein. By signing the booking form, you are agreeing to abide by Hamara's Terms and Conditions of hire. Complete the booking request form within, and detach from the booklet and return the completed form to Hamara. Retain the remaining Terms and Conditions for your future reference.

Confirmation will be sent to the signatory within 7 working days. Please do not make any further arrangements until written confirmation of your booking has been received.

In these conditions the following expressions shall have the meanings as set out hereunder:

"HAMARA" means Hamara Healthy Living Centre, Tempest Road, Leeds, LS11 6RD. "The Hirer" means the person or persons with whom HAMARA shall contract to hire the premises (as hereinafter defined).

"The premises" means the room or rooms which the Hirer has contracted to hire from HAMARA including all fixtures and fittings herein. "The hiring fee" means the total fee payable to HAMARA to hire the premises calculated in accordance with the schedule of charges for time being in force, such charges being subject to review from time to time.

### **1.0 General**

1.1 The hiring and use of the premises is in accordance with these terms and conditions unless in any particular case HAMARA has agreed in writing to any variation thereof. By signing the hire agreement, the Hirer is deemed to agree to these terms and conditions.

1.2 The Hirer must be over 18 years of age at the time of signing (HAMARA reserves the right to ask for proof of identity and age). The Hirer shall be deemed to have warranted to HAMARA that they make the contract on their behalf and with the authority of the association, organisation, club or such other body (as hereinafter defined) to which they belong or is employed.

1.3 It is the Hirer's responsibility to ensure that all persons who enter the premises during the period of hire shall observe and abide by these terms and conditions.

### **2.0 Financial Conditions**

2.1 A refundable cleaning deposit of £50 is payable at the time of signing; this will be returned within 10 days of the end of the hire period if the booked facility and any ancillary rooms, e.g. toilets, reception etc, are left in the pre booking condition and to be agreed by the hirer and a representative of the premises.

2.2 The Hirer shall pay in full any outstanding balance of the hiring fee no later than 14 days prior to the first day of the period of hire. HAMARA, at its sole discretion, reserves the right to cancel the contract herein and HAMARA shall refund to the Hirer any fee already paid.

2.3 Should the Hirer seek to cancel the contract herein or any part thereof with 7 or more days notice then any fees paid will be refunded including the deposit.

2.4 Should the hirer seek to cancel the contract herein or any part thereof with less than 7 days notice HAMARA shall be entitled to charge a £50.00 cancellation fee.

2.5 There will be a charge for an extra hour of booking time in the event that HAMARA staff are required to undertake reconfiguration, cleaning, or clearance of disposables. This charge shall be £15 per hour. Additional charges are to be paid promptly on invoice within 10 days.

2.6 HAMARA reserves the right to amend the hiring fee at any time and payment of any balance due to or

from HAMARA shall become payable for any booking after the date of such amendment albeit that the hiring fee is payable in advance.

2.7 The Hirer shall be responsible for paying the security callout fee if the security alarm system or fire alarm system are triggered due to unauthorised use, access or egress in any part of the premises or where the alarms are false alarms and are caused negligently or deliberately.

2.8 The Hirer shall be responsible for paying the lift call out and repair fees where lift breakdown or damage is due to misuse or negligence by the Hirer, or person for whom the Hirer is responsible. In the event of another hiring group using communal spaces at the same time, any expense incurred due to damage or misuse of communal areas will be divided between the hiring parties, where responsibility cannot be attributed or a dispute exists.

### **3.0 Responsibilities and Liabilities**

3.1 HAMARA will endeavour to make the premises available to the Hirer but shall not be liable for any loss (whether direct, indirect, or consequential) resulting from its failure to make the premises or any part thereof available.

3.2 Where such failure arises by reason of any circumstances beyond HAMARA's control which without limiting the generality of the foregoing shall include breakdown of HAMARA's equipment, labour disputes, etc. and HAMARA shall, at its sole discretion, refund to the Hirer the charge already paid in whole or part.

### **4.0 HAMARA shall NOT be liable for:**

4.1 Any damage or loss (howsoever caused) to any property belonging to or under the control of the Hirer.

4.2 Any injury (except that caused by the negligence of HAMARA) to the Hirer or any other person or persons using the premises.

4.3 The Hirer shall be responsible for the Health and Safety of all those attending the event. In particular, the Hirer shall advise HAMARA as soon as it is known if any of those attending the event have mobility problems (for fire evacuation) and make himself/herself familiar with the fire evacuation procedures before the event commences (full details provided on request).

4.4 Ensure that all those attending the event are aware of HAMARA's fire evacuation procedures at the start of the event (procedures displayed in all public spaces).

4.5 Make suitable arrangements for the safety of those attending especially those with mobility problems.

4.6 The Hirer shall be liable for any loss or damage (howsoever caused) to either the premises or the fixtures and fittings therein during the period of hire. Damages and breakages will be charged at replacement costs.

4.7 The Hirer is responsible for removing all rubbish and waste from the site which cannot be contained completely within the bins provided (additional bins can be provided on request for larger items).

4.8 No animals are allowed in the building, with the exception of Guide/Work Dogs.

4.9 Any additional caretaking costs incurred by HAMARA due to misuse of the room(s) will be charged to the Hirer. The Hirer is responsible for ensuring that all fixtures and fittings and portable equipment provided by HAMARA are used correctly and that any faults or damage occurring during hire are reported. Where equipment fixtures or fittings are damaged by the Hirer or persons invited into the building by the Hirer, the Hirer will be charged the full cost of repair or replacement.

## **5.0 Infringements**

5.1 The Hirer shall indemnify HAMARA from and against any actions, proceedings, costs, claims, or demands whatsoever arising from the performance of Copyright Works on the hired premises or from any injuries or accidents arising from the use of equipment hired from or provided by HAMARA for use on or off the hired premises.

5.2 HAMARA reserves to itself and its officers the right to enter the hired premises at all times. The Hirer is required to accompany a member of Hamara staff to check the condition of all facilities (both private and communal) intended for hire both before and after the event. This is intended to identify and agree any damage, misuse, or failure to meet the terms herein.

## **6.0 Facilities and Restrictions**

6.1 The room hire must only be used for the purpose stated on the application form and the Hirer may only access the room between the times agreed on the booking form; no extensions can be permitted.

6.2 Hirers are not able to access the kitchen area without prior permission. Refreshments can be provided if requested at the time of booking. Smoking is prohibited throughout the entire building, roof terrace, and curtilage.

6.3 No alcohol is to be consumed on any part of the premises, either inside the building or within the grounds.

6.4 The Hirer shall not exceed the hours of public entertainment, which for the purpose of this agreement shall be Monday - Sunday between 9am - 10pm. Patrons must depart from the premises no later than 30 minutes after the event finishes without causing disturbance to neighbouring householders.

6.5 The Hirer should have consideration for the neighbours in general and should make sure that no inconvenience is caused by improper car parking, loud music etc. Any advertising copy must be approved by HAMARA prior to being placed. Advertising or promotion is prohibited until your event is confirmed (see Booking Procedures & Confirmation). This includes media promotions and distribution of posters and/or leaflets.

6.6 In the event of unforeseen circumstances which render the room unusable, HAMARA reserves the right to substitute alternative accommodation of a similar standard.

## **7.0 Tables and Chairs**

7.1 Our range of tables and chairs can be found on the booking sheet and are available for hire off site.

7.2 Hire costs can be found on the booking form.

7.3 To hire tables/chairs, the hirer must fill in a booking form with 50% of the total cost as a deposit.

7.4 If the hirer cancels the booking with more than 24 hours notice, the full amount of the deposit will be returnable.

7.5 If the hirer cancels the booking with less than 24 hours notice then the deposit will be returnable less a £10.00 admin fee.

7.6 The hirer who signs the booking form is responsible for the return of all hired equipment either on the same day or the next working day as agreed by the hirer and Hamara HLC.

7.7 The hirer is responsible for the return of equipment in the same condition and cleanliness as it was hired.

7.8 Should any table be returned faulty and in need of repair each table shall incur a £30 damage fee. Should any chair be returned faulty and in need of repair each chair shall incur a £20 damage fee.

7.9 Items should be clean prior to return. If items are unclean then each incurs a £30 cleaning fee.

***Subletting of rooms or facilities is not permitted.***

#### Complaints

Complaints of any services provided by HAMARA will be dealt with through the Service User's Complaints Procedure (details on request) and must be made in writing within 14 days of the event.

***Thank you for your interest in our Room Hire service.***

Please make all Cheques/Cash payable to Hamara at reception  
We do accept Credit or Debit Cards

BACS payments to Yorkshire Bank  
Sort Code 05-00-55  
Account No. 33048571

**Return the booking form to:**  
Email: [Admin@hamara.co.uk](mailto:Admin@hamara.co.uk)  
Address: Tempest Road,  
Beeston,  
Leeds,  
LS11 6RD

HAMARA Healthy Living Centre, Tempest Road, Beeston, Leeds, LS11 6RD  
Tel: (0113) 2773330 Email: [admin@hamara.co.uk](mailto:admin@hamara.co.uk) Website: [www.hamara.co.uk](http://www.hamara.co.uk)  
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**Registered Charity No: 1073829**