

### Agreement to hire BNSS facilities

#### Hirer's details

Name			
Address			
Contact telephone no.		E-mail address	
Contact name, if different from above			
Named individual taking responsibility for Fire & Safety procedures (see condition 7 below)			

#### Facilities to be hired

Room(s) required	Lecture hall <input type="checkbox"/> Museum room <input type="checkbox"/> Garden <input type="checkbox"/>		
Date(s)		Start / end times	
Purpose of hire			
Number of people expected to attend			
Any special arrangements required?			

#### Conditions of hire

1. Use of the kitchen, including crockery and other equipment, is included in the hire charge, but please note that cold food only may be prepared in the kitchen.
2. The facilities must be used only for the purpose specified above.
3. Smoking is not permitted in any part of the building.
4. Hirers must have their own public liability insurance to a value of £5,000,000.00, and a copy of the insurance policy covering the date of hire must be provided with this booking form.
5. The premises are covered by a limited Premises Licence, allowing certain types of regulated entertainment. The licence does not permit the sale of alcohol.
6. A 25% non-returnable deposit is required at the time of booking, unless otherwise agreed.
7. The person nominated to be responsible for Fire & Safety must make themselves familiar with the fire & evacuation procedures provided, and with the operation of the stairlift. This person should liaise with the BNSS Caretaker in case of any queries.

I agree to abide by the conditions of hire.

Signed \_\_\_\_\_  
Print name \_\_\_\_\_

Date \_\_\_\_\_