

## Room Booking Application Form

**Emergency Mobile Contact:  
07773 930603 (out of hours)**



10 Albert Street, Newark, Nottinghamshire. NG24 4BJ  
Telephone 01636 676887  
[tc.cathy@fiscali.co.uk](mailto:tc.cathy@fiscali.co.uk)  
[www.thinkchildren.org.uk](http://www.thinkchildren.org.uk)

### Hirer Details:

Contact Name:

Name of Organisation:

Address:

Postcode:

Phone No:

E-mail

Invoice email if different:

Mobile No: ..... Charity No (if applicable)

### Booking Details: (Dates required)

Period of Hire from: .... to:

### Refreshment Requirements:

Yes/No (please delete as appropriate)

Tea, Coffee and Biscuits @ 50p per person per half day. Number required  
(You may bring your own refreshments)

### Additional Requirements:

### Cost: (see terms and conditions)

Room Hire:

Extras:

Total:

*(Please see terms and conditions for details of cancellation charges)*

I/We hereby agree to be bound by the Terms and Conditions of Hire, a copy of which is attached and forms part of the booking.

Signed for Hirer:

Date:

Signed for TC:

Date:



Reg Charity No. 1146301  
Company Ltd by Guarantee. Registered in England & Wales No. 7952016  
Honorary Consultants: Dr Janine Coates BA (Hons), PGCert, PhD  
Patrons: Patrick Bamford, Shona McCallin OBE

*Think Children reserves the right to refuse any application for hire.*

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## TERMS AND CONDITIONS OF HIRE

### 1. Interpretation

'The Hirer' shall mean the person or an organisation making an application for use of the room. The hirer must be 21 years or over.

'The Period of Hire' shall mean the period during which the hirer is entitled to use all or any part of the room, including special arrangements for and/or after this period of time. The period of hire must include the setting up and dismantling of equipment and the changing of room layouts.

'Date of Hiring' shall mean the date on which the hirer is entitled to use the facility.

### 2. Scale of Charges

The charges for the use of the room and refreshments shall be agreed between Think Children and the hirer upon confirmation of booking. Proof of charitable status may be required, if this rate is to be applied.

**Current charges for not for profit organisations is £8 per hour during office hours 9am – 5pm and £11 per hour for corporate use; a surcharge of £1 per hour is payable outside these times. There is a minimum charge of £10 per booking. Please note that access to the property is only guaranteed during the times you state on your booking application form; setting up time is charged for.**

### 3. Payment

Payment should be paid immediately upon receipt of invoices, which will be forwarded to the hirer.

### 4. Cancellation

Think Children reserves the right to cancel any confirmed booking on 28 days notice in writing. Upon such cancellation, Think Children will refund to the hirer any monies paid in respect of the room booking, but will not be held responsible for any expenditure incurred which the hirer would have incidentally incurred. Think Children reserves the right to cancel any booking without notice, if subjected to force majeure conditions.

Any cancellation by the hirer must be in writing, not less than 14 days before the date of hiring. If not, 50% of room hire will be charged. All cancellations will be charged an admin fee.

### 5. Equipment & Premises

The hirer shall be held responsible for the effective supervision of the hire arrangements and activities during the period of hire.

Any equipment used during the period of hire shall be left in a tidy and orderly condition at the end of the period hire.

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All breakages must be paid for.

Any furniture that is moved should be placed back in its correct location.

It is the responsibility of the hirer to ensure all crockery is safely stacked in the dish washer.

All lights are to be switched off at the end of the hire period and any thermostats reset.

Toilets should be flushed and taps switched off.

Nothing should be affixed to the walls, unless attached to the wooden rails.

6. Insurance

Think Children hold public liability insurance for third persons hiring the meeting room. A certificate is displayed in the meeting room. It may be prudent for hirers to hold their own insurance for cancellation charges or to indemnify Think Children for breakages or any other losses incurred during the period of hire.

7. Health & Safety

The room capacity is 20 people. For fire safety this number must not be exceeded and the hirer must ensure completion of the attendance book. The whole building is smoke free. Fire doors must be kept shut at all times, including the entrance door. Details of fire evacuation procedures are available in the room. Copies of Risk Assessments, Fire checks etc are available upon request. All Think Children electronic equipment is tested on a regular basis to meet current standards. Any electrical equipment brought into the premises must be stickered to prove it has had an electrical safety test within the past 12 months.

8. Catering

Hirers who wish to provide food by self-catering means are expected to comply with conditions set out in the Food Safety Act 1990. Think Children holds no responsibility for any food brought in under private arrangements.

9. Gambling

There is no gaming, betting or lotteries licence in force at 10 Albert Street, Newark, and therefore these activities are forbidden.

10. Liquor

There is no liquor licence in force at 10 Albert Street, Newark and therefore the sale of such is prohibited.

11. Breach

If a hirer shall fail to observe or perform in any respect of the terms and conditions herein stated, Think Children might without notice, terminate the hirers rights under the contract. Such termination shall not release the hirer from any of his obligations under the contract or affect any right or remedy which Think Children may have under the contract or otherwise.