



Room Booking Form

Personal Details

Contact Name

Organisation

Address

Phone
(Landline/Mobile)

Email

Date of booking

from

to

Time

(remember to allow any time for set up/clearing down)

from

to

Number of people attending

Details of event (Room use, Layout, Special Requirements etc.)

Room Booking

Please complete the section below. Tick the applicable and enter the total chargeable amount in the total to pay box.

Conference Room

Art Studio

Gallery

Caretaker (for bookings after 5pm and at weekends. Charge £15)

Minimum charge of 2 hours. £15 each successive hour

Do you require any further equipment? Please note, there are additional charges for these.

OHP (£5 charge)

Flipchart (£5 charge)

Data Projector (£15 charge)

TV/Video (£5 charge)

Display Screens (£5 charge)

Total to pay



Room Booking Terms & Conditions

Qube Meeting Room Hire

Oswestry Community Action is a locally based charity with the Mission Statement to:

To raise the quality of life and empower those members of the community traditionally marginalized through age, health, disability or isolation to fully participate in society.

OCA works to help those who for whatever reason are disadvantaged through age, disability, isolation, sickness or circumstance. OCA seeks to promote inclusion, involvement, opportunity and access through the provision of transport, care, volunteering and training.

Rooms and Exhibition space are made available under this general ethos and hirers (may/will) be required to demonstrate how they meet this ethic

Rooms and Exhibition space is available under the following terms and Conditions.

1. Oswestry Community Action reserves the right to refuse any booking.
2. Bookings may be cancelled by the hirer any time up to 24 hours beforehand with a full refund of Charges.
3. Bookings cancelled with less than 24 hours notice will be refunded 50% of total Charges.
4. Rooms will only be used for the purpose stated on the Booking Form
5. The booking form must show the arrival and departure times and must allow a period for setting up and taking the room down.
6. The hirer is responsible for ensuring that appropriate licences required are obtained including the following if applicable: Performing Rights Society, Phonographic Performance Limited, Sale of alcohol, Public entertainment or Raffles and Lotteries.
7. Any portable electrical equipment brought onto the premises for use in the hired room must be safe for use and must have the approval of Oswestry Community Action.
8. No substances covered by the Control of Substances Hazardous to Health (CoSHH) Act should be used unless fully documented by the hirer as to their safe use.
9. The Hirer is responsible to ensure that nothing is done or brought onto the premise that might cause a fire hazard or causes insurances to become void or incurs additional premium payments
10. The doors of all rooms, passages and corridors must be kept clear of all obstructions.
11. No nails, tacks, drawing pins, blue tack or other fixings will be used on walls, nor shall any notices be pasted or affixed without the approval of Oswestry Community Action.
12. The hirer is responsible for any damage to the room arising from the hire other than fair wear and tear.



Room Booking

Terms & Conditions

12. The hirer shall not allow upon the premises anything that may be or become a nuisance or annoyance or in any way interfere with the quiet or comfort of any other user or member of the public.
13. Where the rooms are being used for a display or exhibition Oswestry Community Action accept no liability for loss or damage to items or exhibits and any item sold at such an exhibition shall remain on display until the end of the hire period.
14. The hirer is responsible for the security of the premises and its content and no responsibility can be taken by Oswestry Community Action for loss or damage to property owned by the hirers or of any person taking part in the event for which the room was hired.
15. Hirer is responsible for the safety of all people attending the event for which the room is hired and that adequate public liability insurance is held by the hirer or the organisation they represent.
16. All personal property brought onto the premises is the responsibility of the owner. Oswestry Community Action cannot accept responsibility for loss or damage to personal property.
17. Hirer agrees to pay booking and other charges. Hirers will be invoiced with payment within 21 days. Cheques be made payable to Oswestry Community Action.
18. No animals other than guide dogs shall be allowed on the premises without the approval of Oswestry Community Action.
19. No person in a state of intoxication shall be allowed onto the premises
20. No naked lights.
21. No smoking or gambling
22. No subletting
- 23.. OCA reserves the right to cancel any lettings or bookings without notice and without being liable for any consequences of the cancellation if the centre is required for use as a Polling Station or other public use.
24. Oswestry Community Action may cancel the booking at any time.
25. Hirer agrees to indemnify Oswestry Community Action for any actions or claims arising from the hire and agrees to pay the charges incurred for the hire of rooms.