



Tinsley TINGAS

Booking Form

Studio Polpo
18-20 Union Street
Sheffield
S1 2JP
Tel: 07821 791200

Email: office@studiopolpo.com





1. Which Building and room do you wish to hire (see plan attached on page 9)?

.....

2. What activities / event do you intend to hold in the space?

.....

3. What will be the maximum number of people attending?

.....

4. Please confirm contact details for Public Liability Insurers:

.....

.....

4a. Please give the insurance policy number:

.....

5. On which date do you want the bookings to start and end?

Start date:

End date:

Please note regular, long-term bookings must be renewed each financial year (i.e. April 1st of each year)

Please complete the following table and include details for each period in a week you wish to hire the room / building on a separate line

Day of the week	Start Time	Finish Time	Frequency
e.g. Mondays <i>(delete this line)</i>	e.g. 9 am	e.g. 3 pm	e.g. Weekly / First Monday of every month

Continue on separate sheet if necessary

N.B. All time booked on this form will be charged for and should allow for, and include, preparation and tidy-up time. Any unscheduled time occupying the building in addition to times quoted above will also be charged for.

6. Please print your full name.

.....

7. Please print your address (including postcode)

.....

.....

8. Please provide us with a contact telephone number and preferably a mobile number. If you have one, please provide us with a contact e-mail address.

Phone:

Mobile:

E-mail:



9. Are you hiring the building / room on behalf of an organisation?

Please tick the correct response. (MUST BE COMPLETED)

Yes ()

No ()

10. If you are hiring on behalf of an organisation, please state the full name.

.....
.....

11. Name of person or organisation to be invoiced:

Address for invoice:

.....
.....

12. Please supply us with an alternative contact, name, address and telephone number.

.....
.....

CONDITIONS OF HIRE

FEE

1. Studio Polpo reserves the right to request a bond of £50 (in cheque form) for event bookings at least 3 days prior to the event start date. Cheques should be made payable to **Studio Polpo Ltd**, and crossed. The cheque for the bond will not be banked if the building is left clean, tidy and without damage. If the building is not left in such a state Studio Polpo will undertake any necessary work and the cost of this will be deducted from the bond. Where no bond is charged, we reserve the right to recoup reasonable costs for any damage or loss of equipment supplied for the building by the Studio Polpo including such as keys or padlocks.
2. Regular users will receive an invoice monthly that requires payment within 14 days of receipt. The invoice will include payment instructions. One-off users will receive an invoice following this use.
3. Hire charges will be agreed by Studio Polpo at the time of enquiry.
4. If you wish to cancel the booking for any reason please give Studio Polpo at least 2 working days' notice. If you do not give the team 2 working days' notice any fees due will not be refunded.
5. Where it is considered the activity is cancelled at short notice through no fault of the hirer then full refunds will be given.

TERM OF AGREEMENT

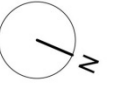
1. This agreement expires no later than **June 30th 2018**.
2. Studio Polpo reserves the right to serve hirers notice to vacate the premises. Should this be necessary the Studio Polpo will give hirers two months' notice.
3. Both Studio Polpo & The Council reserve the right to close the building with immediate effect in cases of emergency.
4. All information given on this form, including information regarding convictions given on the Rehabilitation of Offenders Declaration, will be used to decide whether you are a suitable person for Studio Polpo to hire a Community Building to.
5. This information will be kept securely for the duration of the hire plus 24 months.

USE OF BUILDING

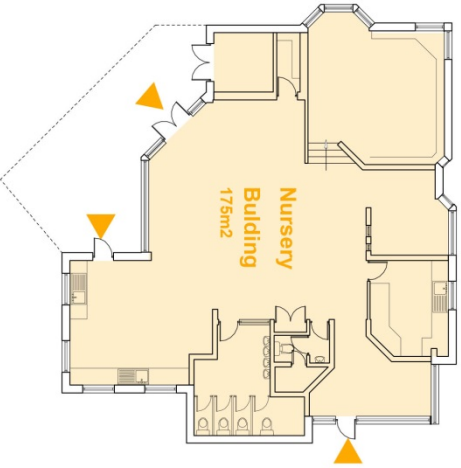
1. The hirer is responsible for ensuring all vulnerable adults and persons under the age of 18 using the building are protected and any necessary checks have been undertaken where appropriate (e.g. Disclosure and Barring Service checks). It is necessary for you to disclose all criminal cautions and convictions for any person acting in a supervisory capacity.
2. It is the responsibility of the hirer to ensure all necessary licences, permissions and registrations are obtained (e.g. Public Entertainments Licence, Public Performance Licence, Performing Rights Society Licence, gambling or gaming permissions etc.). Guidance is available from the Council Licensing Section Tel: 0114 273407, email – general.licensing@sheffield.gov.uk. Also permission to undertake this activity must be granted by Sheffield City Council before any applications are made.
3. The hirer must only use the building for the activities that have been stated on the booking form.
4. Studio Polpo & the Council reserve the right to close the building with immediate effect in cases of dire emergency.
5. Activities may be stopped if the building/space is misused or unacceptable behaviour is causing a nuisance.
6. The building is available to hire to all members of the community in line with Sheffield City Council's Equal Opportunities Policy.
7. Sheffield City Council owned venues must not be used to promote hate or intolerance, provide a platform for extremists or to disseminate extremist views, or for activities that are likely to undermine community cohesion.
8. The hirer is responsible for ensuring adequate supervision of all persons using the Building.
9. The hire is responsible for ensuring safe and proper use of the building.
10. Illicit drugs must not be brought on to the premises.
11. Flammable substances must not be brought onto the premises.

12. The sale or consumption of alcohol is prohibited in all buildings.
13. Smoking is prohibited in all buildings.
14. The hirer must leave the building in a clean, tidy and secure state.
15. The hirer shall be responsible for making arrangements to insure against any third party claims which may lay against him/her or his/her organisation whilst using the community building.
16. The hirer must not sublet the premises to any other person/organisation.
17. The hirer must abide by all relevant Health and Safety legislation and risk assess activities as necessary.
18. The hirer should take time to familiarise themselves with the location of emergency exits and ensure that members of their group are informed prior to an activity starting.
19. The hirer is responsible for ensuring all fire escape routes are kept clear.
20. First aid kits are not always available in buildings. It is the hirer's responsibility to ensure they have adequate first aid equipment.
21. There is limited on-street parking outside and cars are left at user's own risk. The hirer must ensure that they, or those attending events organised by them do not block or cause obstruction to neighbouring streets.
22. Any person wishing to prepare food at for the consumption of the public must hold a Basic Level 1 food Hygiene Certificate (or higher qualification).
23. You may bring pre-prepared food into the building.
24. If hirers wish to display adverts for their groups in the building they must seek prior permission from Studio Polpo.

25. Please consider other people living near to the community centre.
26. Bookings at TINGAS should start after 8.30am and finish by 10pm. Later finishing times will only be allowed after receiving approval from Studio Polpo.
27. Do not play loud music after 9pm (and seek prior permission from Studio Polpo to play louder music).
28. Please leave the building quietly so as to minimise disturbance.
29. Studio Polpo reserves the right to request to see evidence of any legally required documentation if necessary (e.g. licences, DBS checks, food hygiene certificates) and The Council may carry out periodic random checks on this information.
30. Please read the 'Fire Safety Instructions' on page 10.



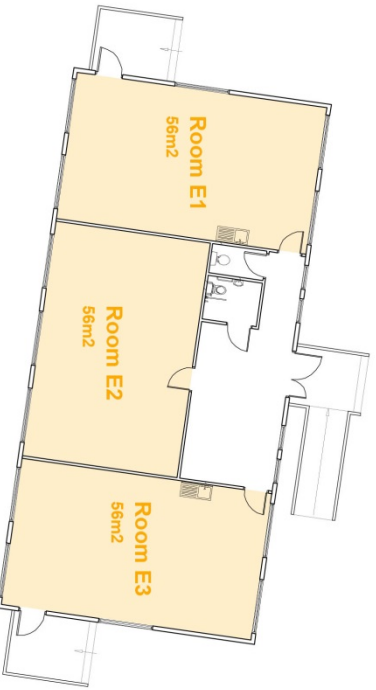
Nursery Block



School Block



Playground Block



Fire Safety Instructions

- Ensure that chains are removed from all fire exit doors when the building is occupied.
- Do not obstruct fire exits
- To raise the alarm in the event of fire – refer to the fire map located within the building, which indicates the location of break-glass call points, the fire exits and fire assembly point.
- On the sound of the fire alarm, or the alarm being raised, please evacuate from the nearest Fire exit.
- Procedure for calling the Fire Brigade: Once you have safely evacuated the building please call 999 and clearly state the address to the operator.
- The location and procedures for use of firefighting equipment: Such equipment should only be used to assist the evacuation of people whose only escape route is impeded by a fire. Leave firefighting to the **Fire Brigade**.
- To avoid and mitigate the spread of fire, keep combustible items to a minimum e.g.: out-of-date paperwork/flyers etc. disposed of, minimal use of extension leads, don't store combustibles near sources of ignition.

**REHABILITATION OF OFFENDERS ACT 1974
(EXCEPTIONS)(AMENDMENTS) ORDER 1986**

If the application that you have made for the use of the facilities involves access to young people under the age of 18 and/or vulnerable adults, it is necessary for you to disclose all criminal cautions and convictions you may have and all criminal cautions and convictions any other person acting in a supervisory capacity may have.

Any information you do give will be dealt with on a confidential basis, and only cautions and convictions relevant to the nature of your letting will be taken into consideration.

DECLARATION:

Name:

.....

Nature of Booking:

.....

Name of Organisation:

.....

1. I can confirm that neither I nor any other persons acting in a supervisory capacity have criminal convictions/cautions. (Please tick the box if you're able to confirm this.)

2. Please give individual DBS Clearance Numbers and Organisation Disclosure Number, including dates issued (where applicable).

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3. I have the following criminal convictions/cautions (please give dates and nature of any offences).

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.....

4. The following person has criminal convictions/cautions (please give the name of the person and dates and nature of offence(s)).

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.....

Signed: **Date:**

DISCLAIMER

STUDIO POLPO ACCEPTS NO RESPONSIBILITY FOR ANY INJURY OR LOSS TO INDIVIDUALS ARISING FROM THE ACTIVITIES UNDERTAKEN BY HIRERS.

DECLARATION

I, the undersigned, declare that I have read the conditions of hire stated on this form and agree to abide by them.

Signed:

.....

Print Name:

.....

Date:

.....