**Tumbly Hill Room Booking Form**

**This Booking Form sets out the Agreement for hire of room(s) at Tumbly Hill Day Centre, Kingsbridge (“Tumbly Hill”)**

|  |  |
| --- | --- |
| **Your Details** |  |
| **Company/ Organisation Name** |  |
| **Contact person** |  |
| **Phone** |  |
| **Email** |  |
| **Address** |  |
| **For Businesses only: Copy of public liability insurance enclosed (see conditions of use below)** | I will maintain said insurance and inform you if it ends for any reason.Signed: | I have received a copy of said insurance and placed it on file.Signed: |
|  |  |
| **Event Details** |  |
| **Event name** |  |
| **Room booked** |  |
| **Date of event(s). Multiple bookings not to exceed a 3-month period** |  |
| **Start / End of event inc timings** |  |
| **Expected numbers** |  |
| **Proposed use of room** |  |
| **Special requirements?** |  |
| **Disabled parking required (max 3)\*** |  |
|  |
| Please sign below and return a copy of this booking form to confirm your acceptance to our terms and conditions, detailed on this Booking Form |
| Signature:………………………………………………………………On behalf of the Hirer……….......................................Please print name: …………………………………………………Position: …………………………………………………………………Date: …………………………………………………………………….Signature: …………………………………….…………………………Signed by……………………………………………………………………… (name) for and on behalf of Devon County Council Position: ………………………………………………………………………Date: …………………………………………………………………… |

**\***Please note that Tumbly Hill has limited disabled parking available. There is no other parking on the premises. You can find a list of nearby car parks [here](https://www.southhams.gov.uk/article/4560/Kingsbridge#:~:text=Kingsbridge%20Car%20Parks%20%20%20%20Long%20Stay,%20%20%C2%A32.00%20%202%20more%20rows%20).

Tumbly Hill has a **no smoking policy** – anyone wishing to smoke must leave Square’s Quay & go entirely off site**.**

**Please return the completed form to:**

The Caretaker:

Tumbly Hill, Kiln House, Squares Quay, Kingsbridge, TQ7 1HN

Email: caretaker@southhamscvs.org.uk Tel: 07510 613678

**Conditions of Use:**

**For the purposes of these conditions any reference to Devon County Council includes any appointed agent or staff.**

**1.** The Room(s) may not be used by any party other than the Hirer and solely for the event detailed above.

**2.** The Rooms used and access ways must be left in a clean and tidy condition with all resources used put away after use.

**3.** Limited drink-making facilities are available, ie a kettle. At the present time you will be expected to provide your own drinking equipment such as mugs, due to infection control measures. This will be reviewed as restrictions are reduced.

**4.** Any damage caused to the Room(s) or to any Tumbly Hill Resources used must be reported to the caretaker on site or Jane Bray, the bookings manager. The Hirer will make good any damage (not due to fair wear and tear) caused to the premises or to the furniture and resources by the Hirer and any persons in connection with the Hirer’s booking.

**5.**Designated toilet facilities are available within Tumbly Hill.

**6.** Access to the rest of Tumbly Hill, and adjoining premises (Anchor) is not permitted, apart from when needed for direct access via the stairway/lift to the room hired, or in relation to fire evacuation

**7.** The Hirer confirms they have read and will comply with all health and safety and other statutory regulations regarding its use of Tumbly Hill, and will comply with Devon County Council’s reasonable requests in connection with the use of the Room(s).

**8.**The Hirer must ensure they sign in/out with the caretaker on arriving and leaving.

**9.** The Hirer is responsible for obtaining any necessary licenses or statutory consents if so required.

**10.** The Hirer confirms they have public liability insurance up to £5 million where:

* + - The Hirer is a commercial/corporate, charitable or political organisation; and/or
		- The Hirer intends to hire the Room or Rooms on more than one occasion each month
		- and the Hirer shall have no claim against Devon County Council in respect of any losses, costs, damages, or liability arising as a result of its use of the Rooms save to the extent any such exclusion is not permitted by law.

**11.** Disabled Parking is permitted and arranged via this booking form. No other parking is allowed on site. See [here](https://www.southhams.gov.uk/article/4560/Kingsbridge#:~:text=Kingsbridge%20Car%20Parks%20%20%20%20Long%20Stay,%20%20%C2%A32.00%20%202%20more%20rows%20) for nearby parking options.

This Agreement is a contractual arrangement between the Hirer and Devon County Council and the parties acknowledge that nothing in this Agreement is intended to create a landlord and tenant relationship.

**Standard Charges:**

We have a sliding scale to cover room/resource hire and wear and tear as follows:

**Tier A (non-profit, charity, volunteers, general public, and people working directly with individuals)**

* Free

**Tier B (commercial and statutory agencies)**

* Standard rooms: £10 per hour; £30 half day (9-1; 1-5); £50 full day (9-5)
* 2 large day rooms: £15 per hour; £45 half day (9-1; 1-5); £75 full day (9-5)

**Payment Methods**: Please discuss with the bookings manager.

**Cancellation by Room Booker**

The following scale of charges will apply in the event of a cancellation by the hirer:

30 days or more - notice of cancellation - Full refund of booking fee

Between 30 days and 8 days before hire - 50% refund of booking fee

Between 7 days and 2 days before hire - 25% refund of booking fee

48 hours or less before hire - No refund of booking fee

No deposit refund will be given if bookings are cancelled within 24 hours. Please note that in the first instance an alternative date will be offered.

**Cancellation by Devon County Council**

Devon County Council reserves the right to cancel the booking in the event of emergency or unexpected priority booking such a requirement for election use and shall offer the Hirer a suitable alternative date or full refund.

Ideally, we need two weeks’ advance notice for a booking. While we will do our best to accommodate bookings with a shorter notice, we cannot guarantee this. All bookings must be made with the Caretaker or Jane Bray, South Hams CVS Community Engagement Officer (Wellbeing), on:

Mobile: 07510 613678

Email: caretaker@southhamscvs.org.uk

Mail: Tumbly Hill, Kiln House, Squares Quay, Kingsbridge, TQ7 1HN

Web: [South Hams CVS](http://www.southhamscvs.org.uk/)

Confirmation of your booking will be sent once availability has been confirmed.