



## BIRKDALE COMMUNITY HUB AND LIBRARY

The Station Master's House, 2 Liverpool Road, Birkdale Southport PR8 4AR  
[roombookings@thestationmastershouse.co.uk](mailto:roombookings@thestationmastershouse.co.uk)

# ROOM BOOKING FORM

NAME OF ORGANISER:

Name of Group/Organisation if applicable:

Organiser's Address:

Telephone no:

Email address:

Room Required. Please tick as appropriate:

Large meeting room

Small meeting room

Computer room

Library area

Hire day(s)/date(s): Frequency – please tick as appropriate:

One-off

Weekly

Monthly

Other (please describe)

Start and finish times (rooms are only available for the times booked, please include preparation and clearing up times within your booking):

PURPOSE FOR WHICH THE VENUE IS REQUIRED:

Would you like your activity to be advertised by BCHL? Yes / No

Room hire charge:

DECLARATION: I confirm that I have read, understood and agree to the Terms and Conditions of Hire set out overleaf (including the BCHL Safeguarding Policy):

ORGANISER'S SIGNATURE:

DATE:

## **Terms & Conditions of Room Booking**

1. All applications for BCHL room hire should be made on the form overleaf and must be signed by the person named on the form ("the Organiser"), who must be at least 18 years old.
2. Organisers must provide clear details of the nature of the event/meeting and any equipment to be used.
3. BCHL reserves the right to decline an application for room hire or advertising.
4. BCHL reserves the right to cancel/amend room hire arrangements. If BCHL has to cancel a booking, BCHL will refund the cost of the booking fee but will not be liable for any other costs incurred by the Organiser.
5. Unless otherwise specifically agreed by BCHL, the hire charge and any other fees must be paid in advance of the date on which the room is booked. Unless otherwise specifically agreed by BCHL, the hire charge is non-refundable. Bank details for BACS payment (please quote the Organiser's name as reference) are:

Birkdale Community Hub and Library  
Sort Code: 20 – 80 – 33                      Account No: 63529754

Payment can also be made by cash or card in person during library opening hours. If it is necessary to pay by cheque, the cheque should be payable to Birkdale Community Hub and Library. BCHL reserves the right to refuse to accept payment by cheque.
6. Organisers must abide by the BCHL Safeguarding Policy, which can be found at <https://thestationmastershouse.co.uk/wp-content/uploads/2024/02/Safeguarding-Policy-approved-15.02.24.pdf>.
7. It is the responsibility of the Organiser to undertake their own risk assessment prior to the event taking place.
8. Only the BCHL room hired by the Organiser may be used. The Organiser must ensure that there are no more than the following numbers of people in BCHL rooms during the hiring: Library Area 30, Large Meeting Room 25, Small Meeting Room 6, Computer Room 10.
9. The BCHL premises must not be used for any unlawful purposes.
10. There must be no interference with fixtures and fittings and the Organiser will indemnify BCHL in respect of any loss or damage to the buildings that would not have occurred if the hiring had not taken place. The amount payable by the Organiser must be reasonable, assessed by BCHL trustees, whose assessment is final.
11. Organisers hiring BCHL premises are liable for any damage, claims and demands that arise as result of the activity for which they are responsible.
12. The Organiser hiring BCHL premises must leave them in a clean and tidy state, and is liable for any cleaning costs deemed necessary afterwards.
13. If the Organiser is provided with keys to enable access to BCHL premises, he/she should take care of them and return them promptly when asked, ensuring the confidentiality of any codes required for access to the premises.
14. If advertising for the event is requested, BCHL will share details on our website and social media.