

Full Circle Centre - Booking Agreement & Waiver

Booking Details

Hirer Name: _____

Organisation: _____

Contact Number: _____

Email Address: _____

Booking Date: _____

Start Time: _____ **End Time:** _____

Room/Space: _____

Purpose of Hire: _____

Expected Attendance: _____

Terms and Conditions

1. Liability and Insurance

- The hirer agrees to use the premises at their own risk
- The Full Circle Centre accepts no liability for personal injury, loss, or damage to property belonging to hirers or their guests
- Hirers are strongly advised to arrange their own public liability insurance
- Any damage to the Centre's property will be charged to the hirer at replacement cost

2. Health and Safety

- The hirer is responsible for conducting a risk assessment appropriate to their activity
- All fire exits must remain clear and unlocked during the booking period
- Maximum occupancy limits must not be exceeded
- The hirer must familiarise themselves with emergency procedures and fire evacuation routes
- Any accidents or incidents must be reported to Centre staff immediately

3. Use of Premises

- The premises may only be used for the stated purpose
- Smoking is strictly prohibited throughout the building
- No alcohol is permitted to be consumed on the premises
- Music and noise levels must be kept reasonable and cease by the agreed end time
- No illegal substances or activities are permitted on the premises

4. Equipment and Facilities

- All equipment must be used responsibly and returned to its original condition
- Any technical difficulties must be reported to staff immediately

- Hirers are liable for any damage caused by misuse of equipment
- Additional equipment hire charges may apply

5. Cleaning and Maintenance

- The hirer must leave the premises in a clean and tidy condition
- All rubbish must be removed from the site
- Tables and chairs should be returned to their original positions unless otherwise arranged
- Additional cleaning charges may apply for excessive mess

6. Cancellation

- Cancellations are subject to the Full Circle Centre's refund policy
- The Centre reserves the right to cancel bookings due to unforeseen circumstances

7. Data Protection

- Personal information provided will be used solely for booking administration
- Details will be stored securely and not shared with third parties without consent
- CCTV operates throughout the premises for security purposes

Declaration and Agreement

By signing below, I/we:

- Confirm that I am authorised to enter into this agreement
- Accept full responsibility for the conduct of all persons attending the booking
- Agree to comply with all terms and conditions set out above
- Understand that failure to comply may result in termination of the booking without refund
- Acknowledge that the Full Circle Centre's decision on any disputes is final

Hirer Signature: _____ Date: _____

Print Name: _____

For Centre Use Only: Staff Member: _____ Date: _____

Deposit Received: £_____ Balance Due: £_____ Due Date: _____

Keys Issued: _____ Returned: _____ Condition Check: _____