

APPLICATION TO USE

DATE OF VISIT: Fromhrs on/...../.....until..... hrs on /..... /.....

Name of Applicant.....Telephone no.

Address.....

.....Post Code.....

Organisation/Group.....Position in Group.....

Conditions of Use of Premises

The completion and signing of the booking form is regarded as the contract under which the user agrees that they have read, understood and agreed to abide by these conditions.

1. Bookings made by email will only be held for 14 days after which time, if the deposit and booking form has not been received, will be erased.
2. The payment of the balance of the agreed donation together with any security deposit will be made in full at least 28 days before arrival. If not received by the due date any group awaiting a cancellation will be offered the dates.
3. In the event of a cancellation the following scales of penalties will apply:

7 weeks notice	Full refund of any monies paid
Between 7 weeks - 21 days notice	75% refund of full donation if held, plus security deposit
Less than 21 days notice	Refund of security deposit only
4. The user is responsible for the good behaviour of all those attending during the letting, also for the care of all equipment used and for the fabric of the building. All damages or losses must be reported to the Centre's Officer in Charge or his deputy at the end of the letting period. The user agrees that all such damages whether or not reported, should be charged for.
5. The management of the Centre reserve the right to terminate a letting without notice if not satisfied with the behaviour of the group or the standard of supervision being applied.
6. Even by utilising casual beds the maximum number of persons allowed to remain resident must never exceed the number given in the Centre's standing orders (including Centre or other visiting staff if they are remaining on the premises overnight).
7. Caravans or tents may be utilised to increase residential capacity but you are advised that the facilities inside the premises would then become completely overstretched. Caravans/tents may not remain on site in excess of 6 consecutive nights.
8. No pets may remain on site in excess of 6 hours.
9. On leaving, all equipment must be properly re-stowed as it was found, all rooms and galley thoroughly cleaned and the premises and surrounds left in a tidy state. Any work needing to be undertaken by the staff in order to restore the centre as above, will be charged for.

You are required to submit a deposit with this booking form (forms received without a deposit will simply be returned and the booking may then be offered to other users).

The deposit must be a minimum of £20 for a day visit or £50 for any longer.

I being the person responsible for making the booking, agree to abide by the conditions of use above and understand that payment of the donation is required in full together with the refundable security deposit 28 days before arrival of the group.

Signed**Date**.....

FORM OF INDEMNITY

I the undersigned, in consideration of being allowed to use the facilities and the building on the dates set out in the attached Application To Use, do hereby undertake and agree, jointly and severally, on behalf of myself

(insert your name).....

Of (insert your organisation).....

..... Tel. No

- a) to make good to the satisfaction of the Management Committee of The Training Centre, any damage to fixtures, fittings, windows and building fabric, or loss of or damage to, any equipment stored thereat by reason of such use;
- b) to indemnify the said Committee against costs incurred because of my failure to ensure the building is left in a clean and tidy condition;
- c) to accept responsibility for and to indemnify the Committee from all actions, claims, liabilities and demands of whatsoever kind and howsoever arising (unless attributable to the Committee, its officers, servants or agents) out of the proposed use of the building as detailed in the agreement attached;
- d) at the request of the Committee, to insure, at my expense, the risks specified in (a) and (c) above with an Insurance Company and to produce the relevant policy to the Committee on request. NTC users are covered.
- e) evidence of third party liability insurance in the value of £10,000,000.

.....SignatureDate