PLAT**FORM** GALLERY AND VISITOR INFORMATION CENTRE
Education Gallery Hire Form 2013 / 2014

Ribble Valley Borough Council
www.ribblevalley.gov.uk

To be hired by e.g. name of individual / organisation paying for booking
Name of person in charge of booking (if different from above)
Address
Telephone no.
Email address
Title of activity
Use of room e.g. meeting, talk, workshop, demonstration or exhibition….
Date/s and times of hire
Detail of activity Include if open to the public or expected no's to attend event.
Payment (See overleaf for education room hire fees). Full payment on booking £ ***Office Use Only*** *Payment date_____, payment method_____* *Discount agreed by a Ribble Valley Borough Council Officer, signature_____* *If relevant seen and agreed risk assessments public liability insurance CRB check and taken actions* *Other_____*
Cancellation If cancelled within less than two months of hire date, fee will be lost. If cancelled within more than two months of the hire date the fee will be returned. If Ribble Valley Borough Council cancel the booking your hire fee will be returned, no additional on costs will be recompensed. I agree to the conditions stated on this form Signature & Date Print Name

IMPORTANT INFORMATION ON BOOKING:

- When booking please take into account your setting up and clearing up times. Unless otherwise arranged the gallery will be open from 9am–5 pm Monday – Friday, 10 – 4.30 Saturdays. Closed on Bank Holidays.
- If delivering an activity for the public you are responsible for the health, safety and welfare of persons attending, including lawful visitors. In this we expect you to appreciate and guard against any special risks normally incidental to your activities, you must assess the risks and identify control measures on the risk assessment sheet attached on booking. If you employ five or more people, a copy of your Health and Safety Policy. Proof of suitable public liability insurance cover for working with the public (£1,000,000) will need to be provided (relevant for workshops). If working with children or vulnerable adults there should be at least one Criminal Records Bureau checked adult in presence throughout the whole session, proof of this must be provided to the gallery on booking. A free copy of HSE publication "An introduction to Health and Safety" (INDG 259(rev1) can be downloaded from www.hse.gov.uk.
- Payment must be made to secure your booking.
- You will be expected to manage your own marketing and bookings for the event (if relevant). In addition to this we will happily display any leaflets and posters you provide us in the venue and will distribute your information on the event via our arts emailouts, social networks and what's on listings, simply send us the information by email making sure all images are small and all hyperlinks work.
- Kitchen facilities are available please bring your own tea/coffee/milk/sugar etc.
- If you are charging participants for the activity you are responsible for paying your own tax, national insurance contributions and VAT payments if applicable.
- On arrival your designated person in charge (as stated overleaf) will be told the basic house keeping of the education room, kitchen and toilet facilities, also the fire alarm procedure. It will be their responsibility to relay this information to your guests (if applicable).
- On arrival the education room and its facilities will be clean and clear for your use, unless otherwise agreed. The facilities must be left in the way they were found on arrival; general cleaning materials and equipment are available if needed.
- If you are selling from your exhibition and you will not be present to administer sales the gallery will take 41% commission of sales made and gallery stock sheets must be filled out.

Tick & state number if needed:	Tables available 60x150cm 14 max.	Plastic chairs available 34 max.	Childs plastic chairs 15 max.	Cups & saucers 12 max.	Wine glasses 70 max.	Plates 4 max.	Cutlery 3 sets+5 spoons max.
	1lt. Thermos flask*	Mugs 12 max.	1lt. Water jug 3 max*	2lt Kettle*	20lt. Water boiler	Slide projector	TV/video
	Flipchart (Inc pens) 2 max.	Over Head Projector	DVD player	CD player	Laptop	Plynths, display boards and stands may be available on request	

*1 litre holds approx. 6cups

Education room hire fees

Hired by	Weekly (6 days)	Full Day (6½ hours)	Half Day (3 hours)	Under 2 hours
Non-Profit & Amateur Groups	£78.00	£17.80	£9.20	£7.60
Commercial Companies	£260.00	£59.30	£29.70	£24.30
Other	The room is free for R.V.B.C. use though priority is given to arts and tourism related activities. Discounts to Ribble Valley based organisations and individuals may be given, to discuss talk to RVBC Arts Development Officer 01200 425566 arts.development@ribblevalley.gov.uk			

Recommended attendance no's

Event	Maximum no. of people
Talks	20, chairs only
Demonstrations	20, chairs & 1 table
Meetings	15, chairs & tables as required
Workshops	8 – 15, workstations (dependant on activity)

RISK ASSESSMENT RECORD FORM.

Name.

Location:…….. **OPERATION: -**

Assessed by: …… Date: ……. ……. Re-assessment date: … ……. Sheet No…...of…….

Task.	Hazards	Persons Affected	Hazard Reduction/Control Measures.	Risk Rating.			Further/future controls (PPE)	Final Risk Rating.		
				S	L	S x L		S	L	S x L

The **"Hazard Severity", S,** should be assessed on a scale of 1-5 scale of 1-5
as follows: -

5 – Very High – Causing multiple deaths or widespread destruction.
bad weather)
4 – High – Causing death or serious injury.
occurrence
3 – Moderate – Causing injury or disease, 3 days or more off work.
2 – Slight – Causing minor injury, First Aid treatment return to work.
1 – Nil – No risk of injury or disease.

The **"Likelihood of Occurrence" L,** should be assessed on a as follows: -

5 - Very Likely – If control measures are not implemented.
4 – Probably - only requires additional factor (carelessness,

3 – Quite possible – additional factors could precipitate an

but unlikely without such factors.
2 – Possible – probability low and risk minimal.
1 – No risk present.

The **"Risk Factor", SxL,** can then be ascertained from the assessment and the factor related to one of the four classes of risk shown below: -

1 – 5 (Low) A Hazard where personal error, environmental design deficiencies, subsystem or component failure, or procedural deficiencies will not result in significant injury, occupational illness or damage to the system.

6 – 11 (Significant) A hazard that may cause injury, minor occupational ill health or minor system damage.

12 – 19 (Critical) A Hazard that may cause severe injury, severe occupational ill health or major system damage.

20 –25 (Unacceptable) A Hazard that may cause death or multiple deaths.