



Event hire enquiry form

1. Introduction

- 1.1** HM Courts & Tribunals Service ('HMCTS', 'we', 'our') offers for hire certain court and tribunal venues across England, Scotland and Wales, subject to booking terms and conditions and associated fees, where applicable. If you are interested in hiring a HMCTS venue for the purpose of event hire, complete this form.
- 1.2** If your request is for venue hire in relation to filming and photography, complete the **Filming and photography hire enquiry form** which can be found at <https://www.gov.uk/guidance/hire-a-court-venue>.
- 1.3** For further information on HMCTS venues available for hire go to <https://www.gov.uk/find-court-tribunal>.
- 1.4** This form must be submitted **a minimum of 16 weeks before the proposed hire date** for the necessary approvals to be obtained. Requests received within 16 weeks of the proposed hire date cannot be accepted.
- 1.5** We will use the personal information you provide on this form to respond to your enquiry. This includes contacting you about your request and issuing a Provisional Booking Agreement (as further explained below). Your information will be handled in accordance with UK data protection law. For more details on how we use and protect your data, including your rights, please see the Ministry of Justice Information Charter <https://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter>. Your information will be used by staff only for the purposes of dealing with your enquiry and will be held securely on Ministry of Justice systems in accordance with our retention policies.

- 1.6** Below is a summary of the various stages of the booking process if you are not a government department or an arm's-length body and your request results in a venue hire taking place. Certain leasehold properties may be subject to additional approvals which may extend the timescales.

All timescales in the table below are indicative only and do not create any obligation on HMCTS to carry out any actions or steps by a specified time.

Stage	Detail	Indicative timescales
One	You submit this enquiry form	No later than 16 weeks prior to the proposed hire period detailed in this enquiry form
Two	HMCTS sends you: • an agreement setting out the details of the provisional booking between HMCTS and you, including the terms and conditions relating to a mandatory preliminary visit ('Provisional Booking Agreement'); and • an invoice for a non-refundable deposit of £40 ('Provisional Booking Fee')	14 days after receipt of this enquiry form
Three	• You sign and send the Provisional Booking Agreement to HMCTS • You procure and maintain the required insurance • You make payment of the Provisional Booking Fee	No later than 30 days from receipt of Provisional Booking Agreement and Provisional Booking Fee invoice
Four	You arrange a mandatory preliminary visit	Within 14 days of payment of Provisional Booking Fee
Five	HMCTS issues hire contract	Within 7 days of preliminary visit
Six	• You submit the signed hire contract to HMCTS • Payment of hire fees to HMCTS	Within 30 days of preliminary visit

2. Booking details

- 2.1** If we can accommodate your hire request, you will need to sign a Provisional Booking Agreement and pay a Provisional Booking Fee.
- 2.2** Government departments or arm's-length bodies are not required to pay a Provisional Booking Fee or sign a Provisional Booking Agreement. However, a preliminary visit must still take place.
- 2.3** You can request a copy of the Provisional Booking Agreement and template hire contract by emailing hmctsvenuehire@justice.gov.uk. Government departments or arm's-length bodies will be provided with a different form of agreement.
- 2.4** We do not accept any changes to either the Provisional Booking Agreement or the hire contract and HMCTS will not enter into a non-disclosure agreement.
- 2.5** Complete all sections below and return the form to hmctsvenuehire@justice.gov.uk.

3. Applicant details

3.1 Organisation name

3.2 Event organiser name

3.3 Email address

3.4 Contact number

4. Hire details

4.1. Proposed hire date(s)

4.2 Hire purpose, such as training, meeting, mock trial, public event

4.3 Preferred venue and reasons for selection

4.4 Hire information

4.4.1 Times required, including mandatory 30-minute buffer before and after

4.4.2 Total number of personnel attending

4.4.3 Accessibility requirements

5. Operational requirements

5.1 Will any equipment requiring PAT testing be brought onsite?

Yes, **and PAT certificates/labels will be provided in accordance with the terms of the hire contract.**

No

5.2 Will parking or vehicle access to the venue be required?

Yes, **and full details of all vehicles will be provided prior to the signature of the hire contract.**

No

6. Catering (if applicable)

6.1 Will catering be provided?

Yes, **and details of catering suppliers and equipment requiring power will be provided prior to the signature of the hire contract.**

No

6.2 Confirm no naked flames, hotworks or gas equipment will be used.

I confirm no naked flames, hotworks or gas equipment will be used.

7. Insurance requirements

7.1 All non-government departments or arm's-length body hirers must provide evidence of public liability insurance with a limit of indemnity of not less than £7.5 million.

7.1.1 Are you a government department or arm's-length body?

Yes

No

7.1.2 If No:

I have £7.5 million public liability insurance and will provide a copy

I will obtain £7.5 million public liability insurance and will provide a copy

7.2 All non-government departments or arm's-length body hirers must provide evidence of employer's liability insurance with a limit of indemnity of not less than £5 million.

7.2.1 Are you a government department or arm's-length body?

Yes

No

7.2.2 If No:

I have £5 million employer's liability insurance and will provide a copy

I will obtain £5 million employer's liability insurance and will provide a copy

8. Mandatory HMCTS policies

8.1 I confirm I have read and understood HMCTS restrictions as set out in the '**Going through security at a court or tribunal building**' HMCTS policy which can be found at <https://www.gov.uk/entering-court-or-tribunal-building>.

8.2 I understand that a preliminary visit is mandatory and will be arranged after the Provisional Booking Fee has been paid (if applicable).

8.3 I understand that evidence of insurance will be required (if applicable).

9. Declaration

I confirm the information provided is accurate and understand that submission of this form does not constitute approval of the hire.

Signed

Date

Day

Month

Year

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