***Name of organisation* Hire Agreement**

**Terms and Conditions of Use**

**1. Making a booking, payment, and deposit**

* The period of hire starts and finishes at the times agreed on the booking form. This must include time for tidying and cleaning the room prior to departure.
* We will provisionally confirm your booking with an email including an invoice for deposit and hiring fee. This will include the amount expected and methods of payments we accept.
* Your booking will be provisional until the hire fees are paid in full.
* If the hire fees are not received 14 days prior to the booking date, the booking will be cancelled.
* Your deposit will be returned to you within ***(Insert number of days)*** days after the day of the booking.
* Should damage or loss of property to the organisation occur then the organisation holds the right to retain your deposit to cover the cost of repair or replacement.
* Should the cost of repair or replacement exceed the deposit total then you will be invoiced for the excess cost.

**2. Cancellations and refunds**

* You must notify us as soon as you wish to make a cancellation to avoid late notice charges.
* If you provide more than **(X days)** notice, then we will return your deposit in full.
* If you provide less than **(X days)** notice, then you will lose your full deposit.

**3. Health and Safety**

You must comply with our **Health and Safety Policy**. By signing this Hire Agreement, you take full responsibility for the health and safety of those attending your event including your staff, volunteers and organisers.

You must complete a Health and Safety Risk Assessment for your event at least 14 days prior to the event and send to ***(name of organisation).*** We can provide you with a template if needed.

**Managing risk of Fire and Fire Safety**

* As Hirer, you take responsibility with ensuring you and your attendees are compliant with all fire safety notices and signs.
* You must become familiar with our Fire Safety notices, alarms and fire escape points.
* You must keep fire escape routes and doors clear from obstruction and not allow any tampering with fire safety equipment on the premises.
* Should there be an emergency you must call 999
* You will hold responsibility for identifying if any member(s) of your party whereabouts is unknown and should keep record of this.
* You are responsible for monitoring and ensuring the number of people in the Hiring space does not go beyond the agreed limit.
* As Hirer, you hold responsibility for informing your attendees of Fire escape routes, the designated fire assembly point.
* You hold responsibility for the safe evacuation of all your event attendees.

**Accidents and emergencies**

* Should an emergency arise, call emergency services on 999 and give these details ***(add address of your venue)***.
* Accidents and identified risk of accidents must be recorded and shared with an appropriate member of staff.
* You will find the First-Aid box in **(Insert location).**
* If any of the First-Aid box supplies are used by your party, please notify us so we replenish the supplies for future use.
* You will be provided with an emergency contact within the organisation should you have urgent enquiry regarding the facilities.

**4. Hire of the Premises**

**Lawful use of premises**

You must not partake in any unlawful activity on the premises and your activities must remain within those agreed in the booking form. It is your responsibility to carry out a risk assessment of your activities during your hiring period. You are not allowed to sub-hire the space under any circumstances.

**Legal and Statutory compliance**

* You must act in a way compliant with all laws and regulations and ensure that you have all necessary licenses in place for events involving ‘licensable’ activities (such as selling alcohol, providing entertainment, or serving hot food between 11pm and 5am).
* Children must be well supervised at all times whilst on the premises and safeguarding procedures must be put in place for any activities involving children or vulnerable adults, in line with UK legislation.
* ***(Name of organisation)*** is committed to equality and diversity. You must comply with the regulations set out in the 2010 Equality Act.

**Public Liability and Insurance**

* ***(Name of organisation)*** takes no liability for any loss or damage sustained by yourself or your attendees during the booking.
* All groups hiring the space must hold public liability insurance over the period of hire to ensure they are covered for damages, death, injury and accidents to themselves or to the public as a result of the event.
* You must notify us if you are acquiring the services of a third-party organisation for the event and ensure that any third-party organisation has appropriate insurance cover and licensing to provide their services.
* ***(Name of organisation)*** reserves the right to refuse access to any persons should they fail to provide evidence of their up-to-date licenses and insurance.

**Alcohol**

* As Hirer, you hold responsibility for ensuring responsible and lawful consumption of alcohol on the premises and ensuring that those consuming alcohol are over the age of 18.
* You must obtain a license if you intend to sell alcohol at your event and provide a copy of this to ***(name of organisation).***

**Noise**

* As the Hirer you must be considerate of noise levels and make minimal noise during your event and upon leaving the premises.
* You must not play amplified music outside of the hours of 8am-11pm on the premises.

**Pets**

* No pets or animals are allowed within our buildings except for support/guide dogs.

**Keeping the premises secure**

* By signing this agreement, you agree to taking responsibility for those attending your event by arriving promptly and verifying your attendees.
* You and your guests must remain in the room hired space and agreed facilities available to you

**Smoking (Including vaping) & illegal drugs**

* No smoking nor vaping is allowed anywhere on the premises.
* You hold responsibility for ensuring no illegal drugs or substances are used or sold on the premises by your attendees.

**Internet & Wi-Fi use**

* You are responsible for ensuring that those using **(Name of organisation)** Wi-Fi during your booking are 18 years or over or have the permission of their parent or guardian to use the Wi-Fi.
* You hold responsibility for ensuring that those attending your event or activity will use the Wi-Fi appropriately and lawfully.

**Parking**

* Parking is available at ***(add detail).***
* ***(add details of any parking restrictions).***

**End of hire cleaning and refuse disposal**

* All decorations must be removed completely at the end of hire. Sticky tape, drawing pins or other materials which could damage the walls, floors or other surfaces must not be used.
* You must ensure that the spaces you hire and facilities including toilets and access are tidied and cleaned, in line with the requirements outlines in our Post-Hire Cleaning Checklist.
* All refuse and rubbish must be removed from the premises by you and your party.

|  |  |  |  |
| --- | --- | --- | --- |
| **I hereby agree with all the terms and conditions of hire:**  **I understand that my personal data will be stored and processed in line with the name of organisation Privacy Policy.** | | | |
| Name of Hirer |  | Date Signed |  |
| Signature of Hirer |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Deposit Fee** | | | |
| **Deposit received** | £ | | |
| Signature of Staff |  | Date |  |
| **Deposit returned** | £ | | |
| Signature of Hirer  (Upon return of deposit) |  | Date |  |
| If deposit is retained fully or partially- state reasons |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hiring Fee** | | | |
| **Fee received** | £ | | |
| Signature of Staff  (Upon receiving Fee) |  | Date |  |

|  |  |  |
| --- | --- | --- |
| **Post-Hire Cleaning Requirements Checklist** | | |
|  | **Yes** | **No** |
| **Designated Booking Area/s** | | |
| Floor has been swept/hoovered |  |  |
| Windows are closed and secured |  |  |
| Tables have been wiped down |  |  |
| Tables and chairs have been put away |  |  |
| All decorations have been removed. |  |  |
| All rubbish has been removed and placed in designated bins |  |  |
| All appliances have been turned off |  |  |
| All equipment and articles brought onto the premises by the Hirer have been removed promptly at the end of agreed hire period. |  |  |
| **Kitchen Area** | | |
| Floor surfaces have been swept and surfaces have been wiped down |  |  |
| Cooking oils have been placed in sealed containers and removed from the premises. Under NO circumstances should oils be poured down the sink. |  |  |
| All crockery and cutlery has been washed up and put away. |  |  |
| Foodstuffs have been removed from the fridge and fridge/s wiped out. |  |  |
| All rubbish to be removed and placed in designated bins/ removed from premises |  |  |
| **Cleaning Products** | | |
| Cleaning products have been returned to their respective places |  |  |
| Mops have been rinsed, and buckets emptied |  |  |