

THE TRUSTEES OF THE BELCHAMP ST. PAUL & DISTRICT COMMUNITY HOUSE.

CONDITIONS OF HIRE. (Effective September 2013)

(For the purposes of these conditions, the term Hirer shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.) **A. The Hirer:**

1. accepts responsibility for supervision of the premises including proper supervision of car parking arrangements, and will make good and/or pay in full for any damage resulting from the Hire.
2. shall not use the premises for any purpose other than that described in the Hiring Agreement.
3. shall be responsible for obtaining such licences as may be needed e.g. for the sale of intoxicating liquor, the playing of music and for the observance of same.
4. shall ensure that nothing is done in the premises in contravention of the law relating to gaming, betting and lotteries.
5. shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
6. shall ensure that any electrical appliances brought into the premises shall be safe and in good working order.
7. will report all accidents involving injury to the public to a Trustee, or the Bookings Secretary, as soon as possible.
8. will ensure that no animals (including birds) except guide dogs are brought into the Premises, other than for a special event agreed by the Trustees, and no animals whatsoever are to enter the kitchen at any time.
9. shall not carry out or permit fly posting or any other form of unauthorised advertising for any event taking place in the premises.
10. shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secure (all appliances switched off) and any contents temporarily removed from their usual positions properly replaced, otherwise the Trustees shall be at liberty to make an additional charge, as they shall for any damage, breakages or disappearances .
11. accepts full responsibility for any goods or equipment brought on to the premises.
12. shall not cause annoyance to neighbours or other users of the Community House or the tennis courts by excessive noise or unruly behaviour
13. shall not use the House or grounds prior to the stipulated time and date – “use” to include storage of items and erection of marquee(s) etc.

In complying with the above conditions the Hirer will ensure that:

- a. no vehicles (INCLUDING CATERERS' VEHICLES) are driven or parked on the village green or the lawns or paved area of the premises and that vehicles unable to park in the car park are all parked on the same side of the road.

- b. "No smoking" signs are obeyed.
- c. no notices or decorations are fastened to the walls.
- d. floor areas around any bar and the baize covered tables are protected..
- e. all rubbish and left over consumables are removed; tables are cleaned and returned to store and all rooms are left with only light routine cleaning to do.
- f. all music ceases at midnight and that the premises are vacated by 1.00 a.m.
- g. children are supervised by an adult wherever they may be in the premises or grounds.
- h. the premises are cleaned and vacated of equipment and persons by the time stipulated in the Hiring Agreement.

B. The Trustees

1. reserve the right to refuse a booking or to cancel this Hiring Agreement either before or during the term hereof by giving seven days notice in writing to the Hirer.
2. reserve the right to cancel this Hiring Agreement if the premises are required for use as a Polling Station or in the event of the premises or any part thereof being rendered unfit for use. In such an event the Hirer will be entitled to a refund of the deposit already paid in respect of such cancelled hiring.

THE BELCHAMP ST. PAUL & DISTRICT COMMUNITY HOUSE

HIRING AGREEMENT (Effective April 2017)

Agreement dated between the Trustees of the Community House and the Hirer named below whereby in consideration of the sums mentioned:

A. **The Trustees** agree to permit the Hirer to use the Community House (or that part of it defined) for the purpose and for the period(s) described below, viz.:

1. Date(s) required:

2. Time required:

3. Hirer:

Organisation (if any):

Representative of Organisation:

Full address:

Telephone number(s):

4. Anticipated number of attendees:

5. Purpose of Hiring:

6. Hiring fee £.....

7. Hiring Deposit £25 / £50 (if applicable) paid on

Balance £..... to be received at least 14 days prior to the date of hire as is the additional Special Deposit £..... to be refunded within 5 days of the termination of the period of hire provided no damage or loss has been caused to the premises and or contents as a result of the hiring.(NB Hirer's liability for such loss or damage is not limited to this amount) paid on

8. Final vacation time and date

B. **The Hirer** agrees with the Trustees to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Trustees' "Conditions of Hire" for the time being in force and attached hereto which shall form a part of this Hiring Agreement.

Signed on this day of

On behalf of the Trustees.....

Hirer.....