

# Hire Agreement (Single Booking)

Title of class/group/event: (print) .....

Contact: (print) ..... Telephone: .....

Address for invoices: (print) .....

Postcode: ..... Email: .....

Hire Date: Day ..... Date: ..... / ..... / .....

Time: From: ..... To: ..... Total Hours: .....

## Accommodation: *Tick box(s)*

- Llewelyn Palmer Hall @ £15 per hour
- Orpen Lounge (with fully equipped kitchen) @ £10.50 per hour
- Llewelyn Palmer Hall & Orpen Lounge @ £23.50 per hour
- Allison Room (with basic kitchen area) @ £11 per hour
- Plaxton Room (with small kitchen area) @ £11 per hour
- IT Suite @ £9.50 per hour, with use of PCs £12.50 per hour
- Jennings Hall (with fully equipped kitchen) @ 15 per hour
- Small Meeting Room @ £6.00 per hour
- Therapy & Treatment Room @ £6.00 per hour

## Equipment and furniture required: *Tick box(s)*

- Caretaker there may be an additional charge
- Chairs (indicate number)..... Tables (indicate number) Large: ..... Small: .....

*A public-address system, projector screens, staging and lighting rigs are also available but may incur additional hire charges. Please discuss your requirements with the Centre Manager.*

**Agreement:** I wish to hire the Community Centre as indicated above and enclose £..... in payment of the hire charge. I also enclose a separate cheque/cash of £50 (£100 for events after 6pm) which is to be held as a deposit as set out in the Conditions of Use sections 4, 5 & 6. Please make cheques payable to L&DCC. I have read and accept the **Conditions of Use** as set out overleaf.

Signature of Hirer: ..... Date: .....

**Privacy Statement:** Lingfield & Dormansland Community Centre (LDCC) uses personal data for the purposes of managing the centre, its bookings and finances. We would also like to keep you updated about LDCC events, promotions and services. We will not share your information with anyone else.

Yes, I would like to receive email updates on LDCC events  Tick here

**For office use:** Date received: ..... Signed on behalf of L&DCC .....

**Receipt:** Hire Fee £ ..... Cash / Cheque / BACS Deposit £ ..... Cash / Cheque

# Lingfield & Dormansland Community Centre - Conditions of Use (August 2018)

The following conditions of use are designed for your safety, security and comfort:

## 1 Use

This agreement is between Lingfield & Dormansland Community Centre (LDCC) and the person named on the hire agreement (the Hirer). Use of the Community Centre (the Centre) is restricted to those facilities hired and times booked as indicated on the Hire Agreement together with the car park, garden and toilets. Periods of hire should include setting up and clearing away time. The Hirer must be aged 18 years or over. The Hirer may not sub-let. Hazardous activities which can cause harm or damage are prohibited. LDCC reserve the right to modify these conditions of use to reflect the nature of the event.

## 2 Hire charges

The full hire fee for a party/one-off hiring will be required at the time of booking. Payment for multiple hiring is due within 30 days of invoice. For new multiple hiring agreements, an amount equivalent to the first 4 weeks hiring fees may be requested at the time of booking.

## 3 Cancellation

Hire charges are not refundable where the event is cancelled within 14 days of the event (at the discretion of LDCC). LDCC retains the right to cancel the hire under these terms and conditions.

## 4 Loss and damage

The Hirer must take all reasonable precautions to ensure the safety and security of all persons and property including the property of LDCC. The approval of the Centre Manager must be sought before making any attachments to the walls or ceilings. It is the responsibility of the Hirer to provide adequate supervision of their event. LDCC will not accept responsibility for any loss or damage to any articles or equipment left on the premises. Any loss, damage or incident must be reported to the Centre Manager within 24 hours whenever practical. In the event of damage, LDCC reserve the right to withhold whole of part of the hire deposit.

## 5 Condition

The Hirer must leave the hired facilities clean and tidy, replace all furniture and equipment and remove all their rubbish from the premises.

## 6 Hire deposit

The return of the hire deposit (in whole or in part) is conditional upon the return of the centre key(s) (see 13 below) and the satisfactory clean condition of the facility hired (see 5 above). Situations or incidents which require LDCC staff to attend out of hours may also incur a charge.

## 7 Furniture

Tables, chairs and other equipment are available to use during the hire. The Hirer is responsible for setting up and clearing away unless the services of the caretaker are engaged (see booking form).

## 8 Licensing

LDCC has a Premises Licence which is held in the centre office. It shows the nature and timings of events which can be held at the Centre and other regulations with which the Hirer should be familiar. The centre also holds PRS and PPL (background) music licenses but the Hirer is responsible for obtaining their own licences as necessary.

## 9 The sale of alcohol

Alcoholic beverages may not be sold on the premises unless a valid Temporary Event Notice (TEN) has been granted. The TEN must be applied for through the Centre Manager and any licence fees paid by the Hirer. It is an offence to sell alcohol to anyone under the age of 18.

## 10 Indemnification

The Centre is hired entirely at the risk of the Hirer. The Hirer shall indemnify LDCC against all claims, demands, actions or proceedings brought against LDCC and any loss, damage or injury suffered by LDCC arising from, or in consequence of, the non-observance or non-performance of these conditions or any act, neglect, default or omission of the Hirer, his agents or servants which shall happen on any part of the Centre or its environs. The Hirer shall likewise indemnify LDCC against any claim or loss arising from breakdown of machinery, failure of electrical supply, leakage, repair work, Government restrictions, or Act of God causing the hiring to be interrupted or cancelled. Hirers are strongly advised to arrange adequate insurance cover.

## 11 Noise

The Hirer shall respect the privacy and comfort of the neighbours and public. Any noise and possible disturbance must be kept to a minimum particularly when leaving the premises. Where amplified sound equipment is in use all window and doors must be kept closed.

## 12 Fire

The Hirer is responsible for fire safety for the duration of the hire period and should be familiar with fire exit locations and evacuation procedures. Fire notices and escape routes are posted in every room. All doors marked with an emergency exit sign must remain unlocked and kept clear at all times. The fire alarm system is fitted with smoke and heat detectors therefore use of party smoke machines is prohibited. **SMOKING IS NOT PERMITTED** in any part of the building.

## 13 Security

Arrangements for access to the Centre outside office hours must be made with the Centre Manager. On leaving, the Hirer must ensure that doors and windows closed, the lights are turned off and the premises is left secure.

## 14 Health and safety

All accidents however minor must be recorded in the Accident Report Book located with the first aid kit in the kitchen area of the Orpen Lounge. There is no public telephone on the premises. The nearest payphone is situated on the corner of East Grinstead Road & Plaistow Street. The emergency services will need to know our postcode: RH7 6AB

## 15 Safeguarding

The Hirer is responsible for the observance of the law regarding the safeguarding of children and vulnerable adults. DBS (Disclosure & Barring Service) checks should be obtained where necessary and evidence of compliance may be requested by LDCC prior to hire commencing.

## 16 Party Hires

LDCC will not accept party bookings for those between the ages of 12 and 25 years. Hire Agreements for parties involving young people aged 11 and under must be signed by a parent or guardian who will also be responsible for supervising the party.

I accept the terms and conditions for hiring the Community Centre as above.

Signature of hirer: \_\_\_\_\_

Title of group or class: \_\_\_\_\_

Name: \_\_\_\_\_

Date/s of hire: \_\_\_\_\_