

CONDITIONS OF HIRE FOR THE COMMUNITY CENTRE

Hiring Agreement for Alresford and District Community Centre

THIS AGREEMENT is made on ____ day of _____ 20__ , between the Community Association, hereinafter called *the Association*, and the Hirer named below whereby in consideration of the sum(s) mentioned in paragraph 4 below:

A. THE ASSOCIATION agrees to permit the Hirer to use that part of the premises designated in paragraph 3 for the purposes, period(s) and at the fee described below, namely:

1 Purpose of Hiring

2 Period of Hiring

Date(s) _____ Hours from _____ to _____

3 Description of room(s) _____

and facilities to be hired _____

4 Hiring Fee £ _____

Less deposit received £ _____

Balance £ _____ payable on or before _____

5 The Association's authorised official: _____

Address _____

_____ Telephone No _____

B. THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the Association's Standard Conditions of Hire for the time being in force and as annexed hereto, and in the Rules governing the use of the Community Centre.

6 Hirer

Organisation (if applicable) _____

Name of individual hirer or organisation's authorised representative:

Address _____

_____ Telephone No _____

THE ALRESFORD and DISTRICT COMMUNITY ASSOCIATION
Standard Conditions of Hire of the Community Centre

1. THE HIRER shall pay as deposit at least one third of the cost of his or her booking. Such deposit shall normally only be refundable to the Hirer in the event of the Association cancelling the booking in pursuance of Rule 3 c.
2. THE HIRER shall pay the balance of fees due before the conclusion of the booking, as may be directed by the Booking Secretary. If the Hirer wishes to cancel the booking and the Association is unable to conclude a replacement booking, the question of the repayment of the fees (less the deposit) shall be in the discretion of the Associations Management Committee. In the event of the Association cancelling the booking in accordance with rule 3 c, all fees (including the deposit) paid by the Hirer shall be refunded to him/her.
3. THE HIRER shall ensure that the General Rules governing the use of the Community Centre, as supplied to him/her, are complied with.
4. THE HIRER shall, on making the booking, inform the Booking Secretary of his/her requirements as to the provision of refreshments or of canteen facilities, and shall be responsible for any extra charges thereby incurred.
5. THE HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
6. THE HIRER shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by the Association.
- 7 THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against his/her organisation whilst using the community centre. (The Association is insured against any claims arising out of its own negligence.)
- 8 THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with Rule 4, the Local Authority or otherwise.
- 9 THE HIRER shall not sublet or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
- 10 THE HIRER shall indemnify the Association for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of a booking.
- 11 THE HIRER shall, if selling goods on the centre premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

AS WITNESS the hands of the parties hereto:

Signed by the person named in paragraph 5 of the hiring agreement, on behalf of the Association:

Signed by the person named in paragraph 6 of the hiring agreement, on behalf of the hiring organisation:
