



TWEED WAY HALL COMMUNITY ASSOCIATION

REGISTERED CHARITY NO, TBC

Tweed way Hall, Tweed way, Rise Park. Romford. RM1 4AZ
Telephone; 01708 765235 Email: tweedwayhall@gmail.com

Hiring agreement

Date: 8/1/12

Parties:

- 1. The general committee of the TWEED WAY HALL COMMUNITY ASSOCIATION ('the Association'), acting by its Lettings Officer... Lisa Gleed... (Name).
2. (Name of organisation * and address) (the Hirer).

The Association permits the Hirer to use part of the premises described in paragraph 3 below on the following terms and conditions.

- 1. Purpose of Hiring
2. Period of Hiring - Dates(s)... Hours: from... to... ('the session')
3. Description of room (s) and facilities within the premises to be hired: storage of equipment (to be confirmed through committee) N/A
4. Hiring fee: £... (per hour)*
Deposit received* / payable*: £... 100.00... *
Kitchen Charge for functions/parties: £... N/A... *
5. Date (s) of payment of fees* / balance*:
6. The Hirer agrees to observe and perform the terms and conditions contained or referred to in the Association's Standard Conditions of Hire for the time being in force and as attached to this agreement and in the rules governing the use of the premises, EXCEPT THAT Conditions... # shall not apply to this hiring.

Signed by... (Please print name): (For and on behalf of the Association)

Signed by... (Please print name): (The Hirer* / for and on behalf of the Hirer*)

* Delete if not appropriate
List any numbered conditions that do not apply, or otherwise delete the words from 'EXCEPT THAT.....'

Tweed Way Hall Community Association
Standard Conditions for Hire

1. The **Hirer** shall pay a returnable deposit of £ 100.00 at the time of booking.
2. The **Hirer** shall pay the balance of the fees within 4 weeks of the issue of an invoice. If the Hirer wishes to cancel the booking and the Centre is unable to conclude a replacement booking the question of replacement of fees (less the deposit) shall be at the discretion of the Centre. In the event of the Centre cancelling the booking in accordance with Rule 4 all fees including the deposit paid by the Hirer shall be refunded. The Hirer will be liable for a penalty charge of 1% per calendar month compounded if settlement is not made by the due date. Where the agreement is for a continuous hire then the Hirer will give three months notice of termination or deposit will be forfeited.
3. The agreed session times will be strictly adhered to and any session that overruns the **Hirer** will incur an extra hourly rate charge. The **Hirer** must book and pay for set up and clear away time.
4. The **Hirer** shall ensure that the General Rules governing the use of the Centre as applied to him/her are complied with.
5. The **Hirer** shall on making the booking inform the Centre manager of his/her requirements as to the provision of refreshments and maybe responsible for any extra charges thereby incurred. (use of kitchen)
6. The **Hirer** shall during the period of hiring be responsible for supervision of the premises, protection of the fabric, furniture or equipment, proper supervision of car parking so as to avoid obstructing the exits and entrances and should avoid nuisance when entering or leaving the premises.
7. The **Hirer** shall be responsible for obtaining any licences necessary in connection with the booking order other than those already held by the centre and provide a copy with their booking form.
8. The **Hirer** shall be responsible for making arrangements to insure against any third party claims which may be against his/her organisation whilst using the Centre and provide a copy with their booking form. (The Centre is insured against any claims arising from its own negligence.)
9. 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.
10. The **Hirer** shall not sub-let or use the premises for any unlawful purpose or in an unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users or invalidate any insurance policies or either of themselves or the Centre.
11. The **Hirer** will indemnify the Centre for the cost of repair or any damage done to any part of the property or to the contents of the building (during or as a result of the hire) if this exceeds deposit taken.
12. The **Hirer** shall, if selling goods or services, 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 price of all goods and services are prominently displayed, as shall the organiser's full name and address, and that any discounts are based solely on Manufacturers Recommended Retail Prices where applicable.
13. The **Hirer** shall complete and return the Risk Assessment form before and after their hire session. Please allow 10 minutes prior to commencing to complete this.
14. The use of storage space and cupboards is at the discretion of the management and a storage charge will be added to the hiring fee.
15. User group equipment must be cleared away before the end of their session. Equipment left on site must be at the discretion of the management and will be at the owner's risk.
16. Preparation of refreshments and food are to be contained to the kitchen area. **No food or drink is to be consumed or prepared on the stage area.** There is no kitchen charge to prepare drinks.
17. No smoking is allowed inside the building. A distance of 1.5metres from any entrance or exit to the building must be adhered too. As stipulated under **The Smoke-free (Premises and Enforcement) Regulations 2006.**
18. **The Hirer shall dispose rubbish after each user group in the external bin outside the kitchen door next to shed and replace with own bin bags. Thank you.**

Group name

sign

date