**REGULAR HIRE AGREEMENT**

Contact name of hirer:

Group/organisation/company name:

Telephone No: Alternative Tel. No:

Email address:

Address of hirer:

Day(s) booking required: Time(s) of booking:

Purpose of hire:

Contact name and email address of person responsible for invoices if different to the above:

|  |  |  |  |
| --- | --- | --- | --- |
| Room | Regular room hire per hour |  | Frequency\* |
|  |  |  | Weekly | Fortnightly | Monthly | Term time | \*\* |
| Ashling Hall | 22.00 |  |  |  |  |  |  |
| Barn Green | 12.40 |  |  |  |  |  |  |
| Jubilee Room | 18.60 |  |  |  |  |  |  |
| Shrover | 16.00 |  |  |  |  |  |  |
| Anmore | 16.00 |  |  |  |  |  |  |
| Main Kitchen | 12.40 |  |  |  |  |  |  |
| Rookwood | 8.20 |  |  |  |  |  |  |
| Furzley | 8.20 |  |  |  |  |  |  |
| Main Field | 12.40 |  |  |  |  |  |  |
| Upper Field | 10.40 |  |  |  |  |  |  |
| Storage – (If available) | 20.00 per month |  |  |  |  |  |  |
| Presentation equipment (available in AH & BG) | £10 |  |  |  |  |  |  |

\* Please tick frequency against the appropriate room(s)

\*\* For other time intervals

I/we the undersigned have read, understand, and accept the conditions of hire contained within the **Regular Hire Agreement** ofthe Denmead Community Centre (further known as DCC) and agree to abide by the terms as detailed in this document.

In signing this form, you also consent to the DCC holding and using your Personal Data for the sole purpose of the DCC in accordance with the DCC’s General Data Protection Regulations:

Name: (please print)

Signature:

Date:

Please return this sheet to info@denmeadcc.uk or hand in to reception.

**THE HIRING AGREEMENT**

1. The Hiring Agreement entered into is for the sole use of the room(s) specified on the booking form and for shared use of the communal areas of the building as specified by the Operations Manager. No other rooms should be entered or used by the hirer or any person attending the hirer’s event.
2. The hire fees include use of relevant equipment, and use of all communal facilities such as toilets, car park and certain kitchen areas as designated by the Operations Manager. Please note: 15 minutes either side of the booking is allowed, free of charge, for the setting up before and cleaning up after the event.
3. Groups/individuals should ensure that the room(s) used are left clean and tidy, swept and all rubbish removed. Any equipment belonging to DCC and used during the period of hire should be cleaned after use and returned to its original place.
4. All accidents must be recorded in the Accident Record Book. Copies are kept in the office of the main building, and the kitchen of the Annexe building.

Use of the premises and equipment

1. Any electrical equipment brought in for use during the period of hire must have a valid PAT test certificate and produced for the Operations Manager to confirm. PAT testing can be caried out by arrangement with the office.
2. Any chemical substances used during any activities, such as paint, glue, cleaning fluids, etc. must be clearly labelled and used responsibly, according to the manufacturer’s recommendations. Chemical substances must not be left unattended in any communal area of the building(s) where they may cause injury or accident to a third party and all such substances must be removed from the premises at the end of the period of hire.
3. All property and goods owned by the hirer or members of the hirer’s group must be removed from the premises at the conclusion of the period of hire, unless specific arrangements have been made with DCC. Any property and goods stored in the Community Centre are done so at the owner’s risk, and it is the responsibility of the hirer to ensure all property is fully insured.
4. All reasonable precautions against fire must be observed. All exits must be kept clear, and no gas cylinders, nor goods or materials liable to create a fire risk should be brought onto the premises.
5. Heaters turned up for the duration of the hire period should be turned down to the positions specified in each room when leaving. If they are left not turned down to the specified position (1) there will be a charge added to the monthly invoice.
6. When leaving the room(s) lights must be turned off and windows shut. If the hirer is the last person to leave the building please ensure all is checked.
7. Car parking – Blue Badge holders only are permitted to use the disabled bays and must always display their Blue Badge.

Responsibilities of the hirer

1. The hirer is responsible for taking note of the fire precautions displayed in all rooms and the location of fire-fighting equipment within the premises.

The hirer is responsible for any damage to DCC’s property, fixtures, fittings and equipment, if damaged during the period of hire. All damage and breakages must be paid for, in full, by the group/individual responsible no matter how they occurred, even if by accident.

1. Damage must be reported immediately so that arrangements can be made for repair/replacement. Please report any damage to the main office.
2. Bookings are accepted on the premise that the hirer is adequately qualified and insured to carry out the proposed activities, and it is the right and duty of DCC to ask for and receive proof of qualifications and insurance appropriate to these activities. Failure to produce the documentation will prohibit room hire.
3. The hirer is responsible for the good conduct of all persons present in his/her group for the duration of the hire period. In cases of persistent reports of nuisance/antisocial behaviour pertaining to the hirer’s group, DCC reserves the right to rescind that group’s hiring agreement and ban them from the premises with immediate effect, there being no refund of monies.
4. The hirer is responsible for obtaining insurance against any third party claims which may arise against his/her organisation whilst using the premises. Insurance must be obtained prior to commencement of the hire period and evidence shown to the Operations Manager.

Payment for hire of the premises

1. Regular bookings will normally be invoiced on a monthly basis, in arrears, unless a special agreement has been reached with the DCC.
2. Invoices must be paid in full, no later than 14 days from the date of invoice.
3. A minimum of 48 hours notice is required for cancellations, for the group/hirer to seek a credit note, which will be at the discretion of the Operations Manager.

Should you wish to cancel your room booking(s) DCC require a minimum of 4 weeks notice.

Special hiring/Licence(s)

1. Hirers wishing to sell alcohol must apply to Winchester City Council for a Temporary Event Notice, since DCC is not licensed for this activity. This licence must be received and shown to the Operations Manager of the Community Centre prior to the event taking place. Failure to produce the licence will result in hire cancellation.
2. DCC is licensed under the Performing Rights Society for the performance of live music. The terms and conditions of DCC’s Premises License state that all activities should cease with effect from 11.30 pm each night.
3. When a hirer’s usual room may not be available due to a special event organised by the DCC, or due to unforeseen circumstances such as flood, fire, etc. every effort will be made by the DCC to offer a viable alternative, at no extra cost to the hirer. If no alternative is available, the DCC reserves the right to cancel the hirer’s booking during this special event, or until repairs have been affected (whichever is appropriate).

*DCC reserve the right to make changes to the Hiring Agreement at any time, without prior notice, but will always inform groups/individuals of the amendments.*