**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 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 | 18.00 |  |  |  |  |  |  |
| Barn Green | 10.00 |  |  |  |  |  |  |
| Shrover | 13.00 |  |  |  |  |  |  |
| Anmore | 13.00 |  |  |  |  |  |  |
| Main Kitchen | 10.00 |  |  |  |  |  |  |
| Rookwood | 7.00 |  |  |  |  |  |  |
| Furzeley | 7.00 |  |  |  |  |  |  |

\*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 Denmead Community Association’s **Regular Hire Agreement,** and agree to abide by the terms as detailed in this document.

In signing this form you also consent to the Denmead Community Association (DCA) to hold and use the Personal Data on you for the sole purpose of the Association in accordance with the DCA’s General Data Protection Regulations:

Name: (please print)

Signature:

Date:

Please return this sheet to [manager@denmeadca.com](mailto:manager@denmeadca.com) 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 invoice, 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. If hirers are found to be using rooms for which there is no Hire Agreement, then the Management Committee of Denmead Community Association (DCA) will exercise its rights to invoice for the period of use, and in the case of persistent unauthorised use of other rooms, ban the hirer from the premises.
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.
3. Groups/individuals should ensure that the room(s) used are left clean and tidy, swept and all rubbish removed. Any equipment belonging to DCA and used during the period of hire should be cleaned after use, and returned to its original place.
4. All accidents must be fully recorded in the Accident Record Book, copies are kept in the foyer of the main building, and the kitchen of the Annexe buildings.

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.
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 DCA.
4. Any property and goods belonging to the hirer and left or stored in the Community Centre are stored at the owner’s risk, and no responsibility will be accepted by DCA for any loss or damage.
5. 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.
6. Heaters turned up for the duration of the hire period should be turned down to the positions specified in each room when leaving.
7. When leaving the room(s) hired, lights must be turned off. If the hirer is the last person to leave the building, lights in the communal areas must also be turned off. Failure to comply will result in the issue of a supplementary invoice to cover the cost of wasted fuel.
8. Car parking – Blue Badge holders only are permitted to use the disabled bays and must display their Blue Badge at all times.

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.
2. The hirer is responsible for any damage to DCA’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.
3. Damage must be reported immediately so that arrangements can be made for repair/replacement. A log to record damage is kept in the foyer of the main building and in the kitchen of the Annexe building.
4. 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 DCA to ask for, and receive proof of qualifications and insurance appropriate to these activities. Failure to produce the documentation will prohibit room hire.
5. 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, DCA 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.
6. 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 Denmead Community Association.
2. Invoices must be paid in full, no later than 10 days from the date of invoice. Failure to do so will invalidate any claim to room usage/booking and could result in the group being banned from future use of the premises.
3. A minimum of 48 hours notice is required for cancellations, in order for the group/hirer to seek a credit note, which will be at the discretion of the Operations Manager.

Special hiring/Licence(s)

1. Hirers wishing to sell intoxicating liquor must apply to Winchester City Council for a Temporary Event Notice, since Denmead Community Association 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. Denmead Community Association is licensed under the Performing Rights Society for the performance of live music. The terms and conditions of DCA’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 DCA, or due to unforeseen circumstances such as flood, fire, etc. every effort will be made by the DCA to offer a viable alternative, at no extra cost to the hirer. If no alternative is available, the DCA reserves the right to cancel the hirer’s booking during this special event, or until repairs have been affected (whichever is appropriate).

*Denmead Community Association 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.*