



GERRARDS CROSS COMMUNITY ASSOCIATION

Standard Conditions of **Permanent** Room Hire

THIS AGREEMENT is made between the Gerrards Cross 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 & as agreed for the purposes, period(s) and at the fees described below, namely:

Twelve-month rental agreement to be reviewed annually

£..... per month for Room

£..... deposit upfront

All monthly rent to be paid in advance in 12 monthly installments.

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 Association, a copy of which is available from the office.

Hirer _____

NB. Persons(s) signing must be 18 years of age or over.

Name of individual hirer or organisation's authorised representative:

Address: _____

Email: _____

Mobile No: _____ Home No: _____



Introduction:

The Gerrards Cross Community Association, hereinafter called *the Association*, is a registered charity. It is not a commercial profit-making organisation. The main aim of the charity is to provide a facility for the local community and the surrounding area where meetings, social events etc can be held. The Association reserves the right to refuse to accept a booking if it deems that the proposed event is not beneficial to the local community or in keeping with the aim of the Association

How to hire the Room

1. The rooms can only be hired by a person over 18 years of age ("the Hirer")
2. The fees for hiring the Room whether for regular hires, occasional hire or a one-off event are as agreed and set out on the booking form. The rates of hire are reviewed annually.
3. Sub-letting of the Room or use by the Room by anyone other than the Hirer is strictly forbidden.
4. In the event that the Hirer has any concern about the condition of the Room they must advise the Association (via any one or more of its employees) within one hour from the pre-agreed commencement of the booking.

Indemnities, Insurance, Licences and Liability

5. The Hirer is responsible for the Room and must remain on the premises throughout the duration of the booking.
6. The Hirer must adhere to health and safety considerations for the event and in particular (but not exclusively) must consider the care of children and minors attending the event to ensure that there is suitable supervision of children and minors during the event including arrival and departure from the Room and their presence in the Room and the grounds.
7. The Association and none of its employees, trustees or committee members shall be responsible for any loss, damage or injury to persons or property caused as a direct or indirect result of the hiring or use of the Room or its grounds.
8. The Hirer shall indemnify the Association, its trustees, employees and committee members against any claim that may arise out of the hiring of the Room in respect of any loss, injury or damage to persons, property or otherwise.
9. The Association does not accept any responsibility or liability for damage to any vehicle or contents left in vehicles parked in the Room's car park or grounds.
10. The Hirer must arrange for the payment and/or reimbursement to the Association of any charges arising from the use of the Room in respect of performing rights or copyright.
11. It is the responsibility of the Hirer to carry out an appropriate risk assessment in respect of the event and in accordance with Health and Safety legislation.
12. In accordance with Section 11 of the Children Act 2004 and The Care Act 2014 if an organisation or group is hiring the venue has a junior membership (under the age of 18) they must supply a copy of their Child Protection Policy.

**Use of the Room**

- 13. The Room is a non-smoking site
- 14. Fire exits must not be blocked under any circumstances
- 15. All fire doors must be kept closed
- 16. Only equipment that has been electrically tested and bears the appropriate safety label on the plug/wire can be used in the Room.

Vacation of the Room

- 17. It is your responsibility that the Room must be left in a clean and tidy condition at the end of each day and lighting must be switched off.
- All doors and windows must be locked, and the Room must be made secure.