Hill House, St. Helier.

This agreement summarises our Terms of Hire but is not separate to them. Any hire is made under those conditions and hirers are expected to have read and agreed to them when signing the booking form.

The aim of the agreement is to ensure that:

* The hirer of the room gets a good quality training/meeting/exhibition space at a reasonable rate.
* The hirer can use the facilities effectively and it is fit for its purpose.
* Community Action Sutton does not incur unexpected costs such as cleaning or repairing damage.

**LIABILITY**

Under the terms of this agreement, Community Action Sutton will not be held liable for any damages or injury caused to the hirer or the hirer’s property. It is the responsibility of the hirer to ensure that a suitable insurance policy is in force in their name, on the date of hire to cover any damage or injury to themselves, their property, or the people attending their training/meeting/event.

**Community Action Sutton is responsible for:**

1. Providing a meeting facility that is clean and tidy.

2. Provide Access to the cleaning cupboard.

3. Providing a notice in the event of any changes.

4. Providing a courteous, prompt and efficient service.

**HIRERS RESPONSIBILITY**

**The hirer is responsible for:**

1. Paying to Community Action Sutton the total hire cost before the event, failure to do this will leave to your event being cancelled.
2. Providing their own refreshments.
3. Leaving the Hall in the same condition as they found it i.e. clean, tidy and with equipment put away and chairs and tables returned to their original position.
4. Contacting caretaker on duty before vacating the premises.
5. Ensuring that all health and safety requirements are met in use of the facilities.
6. Paying the cost of any damage to property, equipment or the cost of additional cleaning if the room is left dirty.
7. Ensure car park is limited to the capacity of no more than 40 cars and its use is not abused and cars are not parked on the grass area.
8. Being mindful to our residents by ensuring music is turned off by **11pm** as well as making sure guests do not congregate in the car park as they arrive/leave.

**CANCELLATION FEE:**

From the deposit we would keep-

FIVE WORKING DAYS OR MORE: **25%**

LESS THAN FIVE DAYS: **50%**

LESS THAN THREE DAYS:  **100%**