

Ware Priory Lido – Treatment Room Hire Agreement

Hire Type	<input type="checkbox"/> Short-Term <input type="checkbox"/> Long-Term
Room Name/Number	Treatment Room 1
Hire Rate	£20 per hour / £500 per month
Access Arrangements	Reception access / Key issued
Start Date	_____
End Date (if applicable)	_____
Invoice Frequency	Monthly in advance

Ware Priory Lido – Treatment Room Hire Terms and Conditions

1. General Information

- 1.1. These Terms and Conditions apply to the hire of treatment room facilities (“the Room”) at Ware Priory Lido, operated by Ware Town Council (“the Council”).
- 1.2. The individual or organisation hiring the Room (“the Hirer”) agrees to comply with all conditions set out below.
- 1.3. Submission of a booking form, payment, or signed hire agreement constitutes acceptance of these Terms and Conditions.
- 1.4. The Council reserves the right to amend these Terms and Conditions at any time, with reasonable notice to existing Hirers.

2. Purpose of Use

- 2.1. The Room may only be used for approved health, wellness, or therapeutic purposes consistent with the Council’s objectives (e.g. massage therapy, podiatry, osteopathy, acupuncture, counselling, etc.).
- 2.2. The Hirer must not use the Room for any purpose that may cause nuisance, damage, or disturbance to other users of the premises or neighbouring properties.
- 2.3. Subletting or sharing the Room without written permission from the Council is strictly prohibited.
- 2.4. The Hirer must comply with all applicable laws, regulations, and professional standards, including safeguarding, data protection (GDPR), and health and safety requirements.

3. Booking and Hire Categories

- 3.1. The Council offers two types of hire:
 - Short-Term Hire: Booked by the hour or day, typically for ad-hoc or sessional use.
 - Long-Term Hire: A regular, recurring hire (e.g. weekly or monthly), or exclusive use arrangement.
- 3.2. All bookings must be made through the Council’s approved booking process.
- 3.3. A booking is only confirmed once full payment (for short-term hires) or a signed hire agreement (for long-term hires) has been received and acknowledged in writing.
- 3.4. The Council reserves the right to refuse or cancel any booking at its discretion.

4. Fees and Payment

- 4.1. Short-Term Hire: Payment in full is required at the time of booking.
- 4.2. Long-Term Hire: Payment terms will be set out in the hire agreement, typically invoiced monthly in arrears or in advance.
- 4.3. All fees are subject to review and may change with one month's notice.
- 4.4. Additional charges may apply for early access, late departure, extra cleaning, or damage.

5. Cancellations

- 5.1. Short-Term Hirers who cancel with more than 7 days' notice will receive a full refund less an administration fee.
- 5.2. Cancellations made within 7 days of the hire date will be charged in full.
- 5.3. Long-Term Hirers may terminate their hire with one month's written notice, unless otherwise agreed.
- 5.4. The Council reserves the right to cancel any booking due to operational, safety, or maintenance requirements. In such cases, fees already paid will be refunded, but the Council accepts no liability for consequential loss.

6. Access and Security

- 6.1. Access times must be agreed in advance and adhered to strictly.
- 6.2. Long-Term Hirers may be issued with keys and alarm fobs, which remain the property of the Council. Keys must not be duplicated or shared and must be returned immediately on request or termination.
- 6.3. The Hirer is responsible for ensuring that the Room and the building is left secure, clean, and tidy after use.
- 6.4. The Council reserves the right to charge for call-outs or security breaches arising from the Hirer's negligence.
- 6.4. There is to be no access to areas outside of the designated hire space including the pool.

7. Equipment and Facilities

- 7.1. The Room is provided with standard furnishings (sink, desk, chair, and waste bin).
- 7.2. The Hirer must supply their own consumables (e.g. towels, equipment, PPE) and ensure all are compliant with hygiene and infection-control standards.
- 7.3. Any equipment brought onto the premises must be safe and suitable for the intended use. Electrical items must be PAT-tested.
- 7.4. No electrical, plumbing, or structural alterations may be made to the premises.
- 7.5. Any defects or maintenance issues must be reported immediately to the Council.

8. Health, Safety, and Conduct

- 8.1. The Hirer is responsible for the health and safety of themselves, their clients, and anyone under their supervision while on the premises.
- 8.2. The Hirer must hold:
 - Public Liability Insurance of at least £2 million, and

- Professional Indemnity Insurance relevant to their discipline.

Copies must be provided upon request.

8.3. All practitioners must hold appropriate qualifications and registrations for the services they provide.

8.4. Any accidents, incidents, or near misses must be reported immediately to Lido staff and recorded in the accident log.

8.5. The Hirer must familiarise themselves with emergency exits, fire procedures, and first aid facilities.

8.6. No Smoking Policy: Smoking, vaping, or the use of e-cigarettes is strictly prohibited within the treatment rooms, building, or any part of the Lido site. The Hirer must ensure that clients and visitors also comply. Breach of this clause may result in immediate termination of the hire and/or cleaning charges.

9. Cleaning and Waste Disposal

9.1. The Room must be left clean, tidy, and hygienic after each use.

9.2. The Hirer is responsible for disposal of all waste, including clinical waste, in accordance with legislation.

9.3. Failure to meet hygiene or cleanliness standards may result in additional cleaning charges or termination of hire.

10. Damage and Liability

10.1. The Hirer is responsible for any damage caused to the Room, its fixtures, or any part of the building resulting from their hire.

10.2. The Council will invoice for repair or replacement costs as required.

10.3. The Council accepts no responsibility for any loss, theft, or damage to property belonging to the Hirer or their clients.

10.4. The Council shall not be liable for any injury, loss, or damage sustained by the Hirer or their clients unless directly caused by the Council's negligence.

11. Termination and Breach

11.1. The Council may terminate the hire immediately if:

- The Hirer breaches these Terms and Conditions;
- The Hirer conducts activities deemed unsafe, illegal, or inappropriate; or
- The Hirer fails to pay fees as agreed.

11.2. Upon termination, any outstanding fees will remain payable and access to the premises may be revoked.

11.3. The Council reserves the right to refuse future bookings where a breach has occurred.

12. Data Protection

12.1. The Council will process personal data in accordance with the UK GDPR and Data Protection Act 2018.

12.2. The Hirer must comply with data protection laws in respect of any client records they hold,

and ensure such data is securely managed and stored.

13. General Provisions

13.1. The Council reserves the right to inspect the Room at any time during the hire period.

13.2. The Council may temporarily close the premises or restrict access for maintenance, cleaning, or safety reasons, with as much notice as practicable.

13.3. Nothing in these Terms and Conditions creates a landlord-tenant relationship or grants exclusive possession unless a separate lease is agreed.

14. Agreement

By signing below, the Hirer confirms they have read, understood, and agree to these Terms and Conditions of Hire.

Agreement and Signatures

By signing below, the Hirer confirms they have read, understood, and agree to these Terms and Conditions of Hire.

Hirer Name: _____

Organisation (if applicable): _____

Signature: _____

Date: _____

Authorised by (Ware Town Council): _____

Signature: _____

Date: _____

Witness (optional): _____