

**KINGSBURY EPISCOPI COMMUNITY CENTRE**

Registered Charity No: 1065945

**Hire Agreement**



**BOOKING FORM FOR  
REGULAR USERS**

Name Of Organisation/Hirer

Phone Number

Address Of Organisation/Hirer Inc Postcode

Mobile Number

Email

Purpose Of Hire eg Yoga, Pilates, etc

Day Hall Required	Monday	Tuesday	Wed	Thursday	Friday	Saturday	Sunday
Please Tick Box							

Frequency	Weekly	Monthly	If Monthly Please State Dates Below

Time Required Please State AM/PM	From	To	Commencement Date	

Will The Kitchen Be Required?	No	Yes	For What Purpose

Cost Of Hire (per session) £
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## STANDARD TERMS and CONDITIONS of HIRE

The premises are managed by Kingsbury Episcopi Amenities Improvement Committee (KEAIC), a registered charity, number 1065945.

The premises are non-profit making, providing a service to the community, and rely on the co-operation of all users. The hiring charge covers the running expenses and the general maintenance and improvements of the building.

The management committee want you to enjoy the facilities and to continue making good use of the premises.

(I) **Hire of the premises** is available by those aged 18 or over.

(II) **Hirers are expected to familiarise themselves with the facilities, exit routes and fire extinguisher locations diagrams, fire notice and "locking up" check list; displayed.**

(III) **Hiring of the hall/meeting room**

Can be booked with Sarah Cox (the Booking Officer) The Bungalow, Stembridge, Martock, Somerset, TA12 6BW Tel. 01460 419702 Mobile 07751 702180 Email coxysr@yahoo.co.uk

(IV) **The Hirer will be responsible for :-**

- Maintaining good order and conduct on the premises.
- Ensuring that the number of persons on the premises does not exceed the number stipulated on the booking form, in accordance with the fire regulations.
- Ending all functions by 12.00am or as stipulated on the booking form in accordance with the premises licence held by KEAIC.
- Ensuring that access to and from FIRE EXITS is kept clear of any obstruction at all times.
- Ensuring that checks are made during the course of the hire period to ensure that general housekeeping standards are being maintained to reduce the likelihood of slip, trip or other incidents occurring
- Obtaining the consent of the Booking Officer before decorating the hall.
- Leaving the premises in the same state as they were found on entry. Unless the cleaning service has been booked and paid for prior to the event.
- Sweeping and mopping the floors
- All rubbish to be taken away by the hirer.
- Flushing the toilets and leaving clean and tidy.
- Kitchen to be left in a state of cleanliness, fit to be used by the next hirer. Please see kitchen instructions displayed in the kitchen by the light switch.
- Kitchen crockery, if used, to be cleaned and returned;
- Kitchen is not to be used for any other purpose but to be used safely and not in such a way that it may generate a fire hazard
- Replace tables and chairs as found.
- Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.
- Nothing is to be stuck or pinned to the walls.
- Smoking is not allowed anywhere on the premises.
- Switching off all internal lights

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- Locking all doors before leaving.
- Returning the keys and reporting any damage to the Booking Officer

### Regular hirers are also responsible for –

- Obtaining the consent of the Booking Officer for the storage of materials and/or equipment.
- Ensuring that everything is stored tidily and secure in places agreed by the Booking Officer.
- Ensure that no inflammable materials are stored in order to comply with fire regulations.
- Equipment in storeroom does not obstruct any Fire Exit(s) and must allow easy access by other Hirers.
- Realise that all materials, kitchen goods and other equipment are stored at the owner's risk or insured by them.
- Periodically inspecting and removing unwanted materials and equipment or when requested.
- Storage of equipment during periods of absence and their inspection.
- When terminating their hire contract, removing their materials and equipment.

### (V) **Fire safety** – the “Regulatory Reform (Fire Safety) Order 2005”

Under this act Hirers are responsible for appointing their own “Responsible Person” to ensure that their activities are conducted in a safe way from fire and to liaise with the Booking Officer in (3) above, if necessary. **We recommend that the location of fire exits, fire extinguishers and toilets be advised to all groups at the commencement of a session.** These are displayed on a floor plan in the entrance hall. A **First Aid box** and **accident book** is kept in the Kitchen.

### (VI) **Accidents** - ensure all accidents are recorded in the Accident Book which is located in the Comms Room (next to the kitchen), and must be used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

### (VII) **Insurance**

The Community Centre insurance covers only loss caused by fire, theft or storm damage. Regular hirers are required to take out their own insurance cover for their activity and responsibilities. For occasional private hire the individuals own household policy **may** provide cover.

### (VIII) **Licensing**

The Community Centre has the benefit of a **music, entertainment and alcohol licence**. KEAIC reserve the right to provide all alcohol sales for consumption on or off the premises.

### (IX) **It must be clearly understood**

That the Hirer of these premises is personally responsible for adhering rigidly to conditions (IV) to (VIII) respectively.

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**(X) The Hirer**

Will be responsible for reimbursing KEAIC for any damage to the buildings and its contents during the period of hire, no matter how or by whom committed, and additionally to include damage immediately prior to and after the period of hire, by those attending the event.

**(XI) Hire Fees**

Are payable to KEAIC

**For occasional Hirers** a deposit of £50, which will be returned after inspection less any costs for minor damage incurred, and the hire fee are both payable separately in advance.

**The hirer will pay for any major damage incurred accidentally or otherwise.**

**For regular Hirers** fees are payable by monthly standing order. Failure to pay within 30 days may lead to termination of this hire contract.

**(XII) Cancellation charge**

No cancellation charge will be payable if the booking is cancelled 48 hours or more prior to the event, within 48 hours of the event the full hire charge will be payable at the trustees discretion

We thank you for your co-operation and hope you enjoy the use of the facilities

*As the Hirer I have read and understood all the Terms and Conditions of Hire Contract and agree to comply with them.*

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Signed by the hirer

.....

Kingsbury Community Centre Representative

Date of agreement.....

PLEASE COMPLETE ALL SECTIONS ABOVE APART FROM COST AND RETURN TO:- Sarah Cox, The Bungalow, Stembidge, Martock, Somerset, TA12 6BW or Email to: info@kingsburycommunitycentre.co.uk

ONCE THE FORM IS RETURNED A COST FOR HIRE WILL BE SENT TO THE HIRER FOR APPROVAL, NO AGREEMENT IS MADE UNTIL THIS FORM IS SIGNED BY A KINGSBURY COMMUNITY REPRESENTATIVE AND RETURNED TO THE HIRER