

ST BARTZ CENTRE, BARCOMBE, LEWES, BN8 5EE

CONDITIONS OF HIRE

January 2008

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. The Hirer shall be responsible for the observance of these terms and conditions.

- 1. The hirer will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity.
2. Details of the reason for hiring must be provided on the booking form. The hirer shall not use the premises for any purpose other than that described on the booking form and shall not sub-hire or use the premises or allow the premises to be used for any purpose which in the opinion of the committee/ trustees is dangerous, offensive, noisome, or which are or may become a nuisance or annoyance to the owners or occupiers of any adjoining properties. The trustees reserve the right not to accept an application for booking and without stating a reason.
3. Smoking is prohibited inside the premises and the hirer is responsible for ensuring that all persons using the premises are aware of this.
4. When the centre is used for groups of children and young people under 18 years of age, no alcohol is allowed on the premises.
5. The hirer shall, if preparing or serving food, observe all relevant food health and hygiene legislation and regulations and shall ensure that no one under the age of 14 shall be allowed in the kitchen without proper and adequate adult supervision.
6. No one under the age of 18 shall be allowed in the premises without proper and adequate adult supervision.
7. The hirer shall be responsible for ensuring that all adults meet child protection legislation requirements.
8. The hirer shall ensure that any electrical appliances which are brought onto the premises shall be safe and in good working order and used in a safe manner.
9. The hirer shall ensure that all furniture and equipment is used only for the purpose for which it was designed.
10. The hirer shall immediately inform the trustees of any damage to any part of the premises or the contents of the premises which may occur during the period of the hiring or as a result of the hiring. The hirer will be responsible for meeting any costs resulting from this. Any such costs will be added to the final invoice.

11. Bookings

A booking form must be completed and sent with a deposit of £50 to secure a provisional reservation. The provisional reservation will be kept for a period of 14 days from the date of request. A final invoice for the balance will be sent immediately after the period of hire.

Cancellation charges

Table with 2 columns: Duration (12 weeks or less, 6 weeks or less, 3 weeks or less) and Loss of deposit (£50, £100, £150) unless the centre can be re-let.

- 12. A booking is accepted by the hirer on the understanding that should the trustees be prevented from honouring it for any reason at any time an alternative booking cannot be guaranteed and no compensation shall be paid to the hirer or third party. Any payments shall be returned in full and neither party shall have any further claim against the other.
13. The trustees cannot be held liable for any accident or injury to persons using the Centre or third parties involved, in accordance with these terms and conditions. All groups must have their own public liability insurance. St Bartz Trust cannot be held responsible for any loss or damage to personal equipment, money or vehicles whilst at the centre.
14. Nothing may be fixed to walls, ceilings, floor or pillars of any room by blu-tack, drawing pins, tape or other means
15. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, the trustees shall not be liable to the hirer for any resulting loss or damage whatsoever.
16. At the end of the hiring the hirer shall be responsible for leaving the premises clean and tidy, properly locked and secured and any contents temporarily removed from their usual positions properly replaced and any items temporarily brought to the premises removed.
17. The hirer is responsible for the safe return of the keys to Church House immediately after their stay.
18. No dogs are allowed on the premises except for guide dogs by prior arrangement.

I hereby accept these conditions of hire for the period of

Signed..... Date.....