

Grendon Community Centre

Within these terms where the context permits, the term "you" will apply to your volunteers, employees, contractors, agents or others under your control.

1. Facilities & services provided under this agreement.

You will have access to the whole building (with access to office for group leaders only) for the purpose/use as agreed.

The hire of this building includes all normal and reasonable costs relating to lighting, heating, cleaning & maintenance of the whole building

BUT

The removal of rubbish is the responsibility of the user and must NOT be left on site. The building must be left in the condition found.

You will be charged for any breakages or damage to GCC and its contents as a result of your use.

1.2. Buildings insurance and public liability insurance is included (so far as it relates to GCC's responsibility). If you are a business or affiliated group then a copy of your insurance needs to be provided.

2. Payment of the Hire fee

Payment is via the Co-operative Bank. Bank details will be sent with our email replies and with the booking confirmation.

Hire fee: the normal fee per hour is: £11

3. Duration of Hire Agreement

This agreement is ongoing until:

- a) Ended by GCC with immediate effect due to misuse or non-payment of amounts owing.
- b) By the hirer, with 4 weeks paid notice, in writing to the Director in charge of booking.
- c) Single booking need a 48hr cancellation otherwise the hire fee is still due.

4. Your Rights and Responsibilities.

4.1 Keys.

Excepting short term usage, on the signing of this Agreement, you will be issued with a key to the front door of the premises. A £30 returnable deposit will be required for a key to the front door before commencement of hire.

- The key must be returned on the last day of hire and if all monies owed are paid, then the key deposit will be refunded.
- The key remains the property of GCC and shall not be duplicated or transferred to other parties without our express written permission.
- The loss of keys must be reported to us immediately.
- The cost of lost keys as well as the full cost of changing locks will be borne by you in full.

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4.2. On exiting GCC you will be responsible for closing all internal doors, switching off all electrical equipment & lights, and for ensuring that the whole building is left secure and alarm set before you leave.

4.3. You may not alter any of the building in any way or install any furniture or fixings without express written permission from the trustees.

4.4. You agree to conduct your activities in a way which does not cause nuisance to or interfere with, any other user and you agree to comply with all laws, permits, licensing laws, taxes and any other requirements regulating the conduct of your activities.

Care must be taken that playing of music or use of amplification equipment does not interfere with other users or local householders in the area.

Consideration should be given to neighbours when leaving the centre and carpark.

4.5. You must use the GCC responsibly and with care so as to not cause damage or a safety issue. You shall take such steps as are necessary to comply with your Health and Safety obligations and also the Health & Safety policy of the centre.

4.6. As a business or affiliated group, you should ensure that you have adequate Public Liability Insurance and Contents Insurance to cover your public liability and

any other risks that may arise from a breach of these obligations.

4.7. You will remain solely responsible for the:

- a) safety of your property and all adequate checks and maintenance of such property.
- b) personnel, volunteers or anyone connected to your group.
- c) adequate contents insurance in relation to your equipment and belongings.

4.8. You may not bring animals into the centre unless specifically agreed beforehand except for medical assistance animals.

4.9. All advertisement of your activity must be granted permission before it can be displayed.

4.10. You agree to indemnify us in relation to any and all costs, claims liabilities or expenses suffered or

incurred by us arising from your negligence or default, or arising from your use of the GCC including in relation to any accident or incident leading to property damage, or to injury to or death of persons occurring on or about the GCC.

4.11. You agree not to do anything that may result in the insurance premium of the GCC being increased.

4.12. You agree to take away any rubbish you may bring into the premises and surrounding area and to leave the areas clean and tidy.

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4.13 Use of the car park is at your and your guests risk. GCC do not take any responsibility for damage or injury

5. Our rights and responsibilities.

5.1. We are responsible for general maintenance of the Centre and the maintenance, checks and renewals of all GCC equipment.

5.2. General cleaning of the entire Centre: this does not include excessive cleaning after groups. If cleaning is required the user will be informed and costs recovered to clean after a group's usage.

We will provide:

5.3.

- a) Adequate lighting & heating.
- b) Internet access through a guest network
- c) Shared facilities for the preparation of hot drinks with washing up facilities.

5.4. Building Insurance and public liability in respect of GCC's obligations.

5.5. If for any reason the GCC is unable to operate and thus your activity cannot go ahead then our liability for any loss arising under this Hire

Agreement in respect of any event or series of connected events shall not exceed the hire charges that have been paid by you.

5.6. We do not accept responsibility for and will not be liable for any loss or damage for any of your belongings left in the building or allocated storage and we have the right to

ask for the removal of such property. If non-compliant we

will dispose of such property within a reasonable time and with due notice.

5.7. Nothing in this Agreement will limit or exclude our liability for death or personal injury caused by our negligence or for any losses you suffer as a result of fraud or dishonesty on our part.

5.8. We have the right to enter the building with reasonable notice (during your hire, to inspect, undertake repair and maintenance work: This will be avoided if at all possible.) However, should emergency repairs or maintenance be needed then we might not be able to give prior notice but will liaise with the user and give as much information as possible. Should repair or maintenance work be required due to misuse by you then costs may be attributed to you. Only engineers and maintenance workers approved by the Directors will be permitted to work.

6. Other provisions.

6.1. These Terms and Conditions represents a contractual Hire Agreement only between you and us- the GCC. By signing this agreement, it is acknowledged that no tenancy or lease rights are created in your favour.

6.2. The benefit of this Agreement is solely for you/ your organisation and you will not be permitted to assign, let or in any way part with or share the use of the building or surrounding areas associated with the centre.

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6.3. The invalidity or unenforceability of any provision in the Agreement will not affect or impair the validity of any other provision.

6.4. Failure by us at any time to enforce any one or more of the Agreement or conditions set out above will not prevent us from taking steps to enforce at a later date any right we may have under these Terms and Conditions.

6.5. You are not entitled to withhold payment of any sum otherwise payable to us by reason of any claim, set-off or for damages.

6.6. The Agreement supersedes any prior Agreement and contains the entire Agreement and understanding of the parties.

6.7. If the User named on the Agreement is more than one person, all parties to the Agreement are liable jointly and severally for all obligations arising from the Agreement

6.8. You agree to comply at all times with the non-smoking non-vaping policy at the GCC.

6.9. You agree to comply, and you will assist us in complying with any current or future legal requirement relating to the building including any health and safety, fire or other regulations.

6.10. We reserve the right to change any or all of the above Terms and Conditions provided we give you 30 days' notice.

Check list: tick if completed
(only some will apply to single hire)

- *Alarm system explained.
- *Health & Safety policy given.
- * Copy of insurance policy received
- *Fire procedure explained.
- *All contact details given.
- *Exiting of building: explained.
- *Agreement to remove all rubbish
- * Agreement to return all furniture to its original place.

Any other notes: