

Inspire Youth Yorkshire Community Hub

Conditions of Hire

DEFINITIONS

“IYY” – Inspire Youth Yorkshire; charity number 1197495, operating from 9-10 Halfpenny Close, Knaresborough HG5 0TG.

“Hirer” – any person using any part of the Inspire Youth Yorkshire Community Hub at 9-10 Halfpenny Close, Knaresborough HG5 0TG.

“CEO” – Chief Executive Officer of IYY, together “the Trustees”

“Prevailing Rate of Hire” - the current hourly rate for hire, reviewed annually each January.

CONDITIONS OF HIRE

1. Verification in advance of hire

The Hirer must be at least 18 years of age on or before the first period of hire.

The Hirer must:

- produce such evidence as is requested by the Trustees to verify their age and identity; and
- confirm acceptance of the conditions of hire; and
- produce such evidence as is requested by the Trustees to verify their intention for the period of hire and their qualification for that purpose, if applicable; and
- make all payments required in accordance with these conditions of hire.

2. Supervision

During the period of hire the Hirer shall:

- be on the premises at all times and accept responsibility for being in charge of the premises when the public are present; and
- ensure that all conditions under this Agreement are met; and
- supervise the premises, the building and its contents and protect from damage or change of any sort, however slight; and
- supervise the behaviour of all persons using the premises with the Hirer; and
- supervise car parking arrangements so as to avoid obstruction of the highway; and
- at the end of the hire, ensure that everyone has left the building (promptly), everything is turned off, the alarm set, door locked and shutter lowered before leaving.

3. Use of premises

- The Hirer shall not use the premises for any purpose other than that described when making their booking and shall not sub-hire or use/allow the premises to be used for any unlawful purpose.
- The Hirer shall not do anything unlawful or bring onto the premises anything which may endanger hall users or render invalid any insurance policies.
- The Hirer must ensure that there is no consumption of alcohol on the premises during the period of hire.
- The Hirer shall ensure that the Hirer’s invitees comply with the Health Act 2006 that prohibits smoking in public places. IYY is a No Smoking building, and this also includes the use of ecigarettes.

4. Prohibitions during Hire

A. Explosives and flammable substances

The Hirer shall ensure that:

- highly flammable substances are not brought into or used in any part of IYY or curtilage;
- no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected in any part of the premises; and
- no decorations are to be put up near light fittings or heaters.

B. Animals

The Hirer shall ensure that no animals, except guide dogs are brought into IYY.

C. Disorderly behaviour

The Hirer shall ensure that the minimum of noise is made on arrival and departure at IYY, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, limit noise and comply with any other licensing condition for the premises.

5. Public safety compliance

- The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority or any other relevant body.
- The Hirer shall pay particular care to any event which is attended by children.
- The hirer shall also comply with IYY Health and Safety Policy and Fire Risk Assessment.
- The Hirer shall ensure that any electrical appliances brought by them onto the premises and used there shall be safe, in good working order, and used in a safe manner.
- The Hirer acknowledges that they have received instruction in the following matters:
 - The action to be taken in the event of fire. This includes calling the Fire Brigade and the safe evacuation of the hall.
 - The location and use of firefighting equipment.
 - Escape routes and the need to keep them clear.
 - Method of operation of emergency exit doors.

6. Hirer equipment

- Any equipment or property brought into the centre by the Hirer must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring, until it is removed.
- No alterations or additions may be made to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Trustees.

7. Insurance and indemnity

- The Hirer shall be liable for the cost of repair or replacement for any damage (including accidental and malicious damage) during the hire period, done to any part of the premises including the curtilage thereof or the contents of the premises.
- The Hirer should ensure they have a current insurance policy and indemnities specific to their business and activities that take place at IYY for the period of the hire and a copy provided to IYY on request.
- IYY is insured against any claims arising from its own negligence. Trustees cannot be held personally liable.

8. Making your booking

Please register for a hirer's account online at <https://hallbookingonline.com/iyy/> This will mean you can update your bookings, move them, change the hours etc. yourself. You can also put information about your group on there so that people looking at our calendar can see your group and get in touch with you if they are interested in attending.

If you are making changes to your usual bookings, we will review them and confirm everything is ok. This may not be the same day. Please contact us if you have not had a reply after a week of making the change.

9. Payment

We will bill you for your hall use every month. Invoices will run to the last day of the month, be sent on or before the 5th of the next month and should be paid in full by the 10th. We prefer payment by bank transfer. If invoices are not paid on time, we may cancel your future bookings.

10. Cancellation

The Hirer may change their period of hire as follows:

- with more than 7 days' notice before the confirmed appointment, you will not be charged for the cancellation / missed session.
- with less than 7 days' notice, you will still be charged. Sometimes genuine emergencies or unforeseen events happen, so we will not charge for the first short notice cancellation each calendar year. We would ask you to keep cancellations to a minimum, ideally no more than six per year.

The Trustees will endeavour not to change or cancel a booked period of hire and, where unavoidable, will give the Hirer as much notice as possible. Always provided that, if the Trustees reasonably consider that such hiring will:

- lead to a breach of conditions or any legal or statutory requirements; or
- mean that unlawful or unsuitable activities will take place at the premises as a result of this hiring; or
- cause any other problem

then the Trustees reserve the right to cancel the said booking by giving written notice to the Hirer. In the those circumstances the Hirer shall be entitled to a refund of any deposit already paid, but the trustees shall not be liable to the Hirer for any resulting losses (direct or indirect) or any damages whatsoever.

11. End of hire / Cleaning

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the centre shall be at liberty to make an additional charge. Cleaning equipment can be found in the cleaning cupboard which is located in the toilet area within the Studio room.

These conditions apply to all hiring of the Inspire Youth Yorkshire Community Hub. If the Hirer is in any doubt as to the meaning of the following, the CEO should be contacted immediately. Proceeding with the period of hire means the Hirer has accepted these terms.

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Reviewed: 5th April 2025 by Jess Ward CEO