

## MAPLE LODGE BOOKING FORM

This agreement is made on \_\_\_\_\_

between \_\_\_\_\_

(hereinafter called "the Hirer") and the Maple Lodge Management Committee (hereinafter called "Maple Lodge").

It is agreed that:

The Hirer will hire (room)	
For the permitted use of	
On (date)	
At (time)	
At the rate of (£/hr)	

All hirers are required to pay upon commencement to Maple Lodge a sum equivalent to 2 weeks' charges as a security deposit (£\_\_) which will be refunded at the end of the Agreement. Hirers are encouraged to pay on-going rental charges by monthly standing order (payable on 15<sup>th</sup> month). Alternatively weekly payments will be accepted by BACS. Payments by cash and cheques are to be avoided. The method of payments shall be agreed prior to Commencement of the Agreement.

The Hirer shall pay Maple Lodge the agreed fee in accordance with the arrangements at the time of booking

The Hirer will comply with all the attached conditions of hire and indemnity form.

Breach of these conditions will result in suspension of the hirer's use of Maple Lodge and possible cancellation of the agreement.

All hirers must acknowledge the conditions of hire and the undertaking to indemnify (separate sheets attached)

14 days notice of cancellation/termination is required. If less than 14 days notice is given by the Hirer then the Hirer shall be responsible for 50% of the agreed fee (not applicable to Maple Lodge core users)

A refundable key deposit of £20 per key set will be payable on receipt of the keys. Hirers are requested not to have the keys copied.

This Agreement shall run for 12 months unless terminated by either party

Signed by Hirer \_\_\_\_\_

Signed for Maple Lodge \_\_\_\_\_

Attached documents:

Conditions of hire (below)

Access plan

Undertaking to Indemnify

## **MAPLE LODGE CONDITIONS OF HIRE**

“the Premises” shall refer to areas hired and Maple Lodge in general.

The hirer shall note the following:

### **Indemnity**

All hirers shall sign the attached undertaking to indemnify Maple Lodge.

### **Risk Assessments and Method Statements**

All activities must comply fully with all statutory health and safety legislation in addition to the following special Maple Lodge risk assessment and method statements. Hirers are required to provide documentary evidence of their own risk assessment and insurances (as appropriate to their activity)

Competent and adequate supervision of any activity carried out shall be provided by the Hirer in accordance with own risk assessments and method statements as appropriate to their activity. The Hirer shall comply with all statutory Health and Safety legislation in addition to their own specific risk assessments.

### **CRB checks**

Activities involving children require the statutory CRB checks for all adults over the age of 16.

### **Fire plan**

All hirers shall comply with requirements of the fire plan which will be affixed to the notice board within Maple Lodge.

Passageways and fire exits must be kept clear during and immediately before and after all periods of use

Fire regulations set the maximum number of people permitted to use the building at 100. This must not be exceeded.

Bottled gas or other accelerants must not be brought into the premises.

The Hirer will, in compliance with the Fire Plan in particular, make note of members present at any one time.

The Hirer or any of his/her members must not interfere with any of the fire fighting equipment.

### **Vehicle Access**

All hirers must comply with the Maple Lodge Access Plan (attached) and in particular, its limitations on vehicular access.

### **First Aid**

A basic first aid kit will be available to hirers, however it is for the hirer to determine what first aid equipment they should have available for their activity.

### **Leaving the premises**

The hirer shall leave the premises at the agreed times and leave them in a clean, tidy and secure condition and the equipment undamaged and in working order. Please ensure when using a hall that all tables and chairs are returned back into the designated area. A penalty of £10 will be charged as a deterrent because we do not have a caretaker.

### **Damage**

Damage to the premises or its contents should be reported immediately and any costs arising paid within 7 days.

### **Noise**

The hirer acknowledges that Maple Lodge is a multi use building with residential properties adjacent. Use of amplification, PA and music systems shall keep noise levels to those that do not inhibit other user's enjoyment of the building or annoy the neighbours. With this in mind the opening of the fire doors is not to be encouraged and for ventilation hirers are encouraged to use the high level windows.

### **Behaviour**

The hirer shall ensure that users of the premises shall behave in a reasonable manner and cause no inconvenience to others

### **Goods and Equipment**

All goods or equipment may be stored in the designated place only with prior agreement of Maple Lodge and at the Hirer's own risk.

### **Maple Lodge Insurance**

Any act which may make Maple Lodge's insurance void must be forbidden. Maple Lodge insurance does not include cover for hirer's belongings and equipment. Hirers must arrange cover as necessary for both their equipment and personal belongings.

### **Subletting**

The premises must not be sublet without the proper consent of Maple Lodge

### **Electrical equipment**

Electrical equipment brought in by Hirers must be PAT tested in accordance with current legislation (this can be done by local electrical shops).

### **Intoxicants**

Planning and Licensing restrictions pertaining to the premises must be observed and any penalty incurred by breach shall be met by the Hirer within 14 days of the penalty being incurred.

Intoxicants must not be brought into the premises except with the express written permission of Maple Lodge. Where a charge is made for intoxicants, this shall be under the terms of a licence granted to Maple Lodge or its nominee.

**Smoking**

Smoking is not permitted in any part of the building.

**Dogs**

Dogs are not allowed except for assistance dogs or those relevant to particular activities.

**Kitchen**

The kitchen may be used for the preparation of drinks only unless it has been specifically hired. Users of the kitchen must leave it in a clean and tidy condition.

Accepted by \_\_\_\_\_

On behalf of the Hirer