WESTON COLVILLE READING ROOM AND RECREATION GROUND TRUST,

Chapel Road, Weston Colville, CB21 5NX

www.thereadingrooms.org.uk

HIRING AGREEMENT

Account Name: Hall Reading Room & Recreation Ground

Sort Code 30-93-99 : a/c No 00123723

Thank you for your booking. Read 'Hiring the Reading Room – Policy and Procedures' document.

Name		**Address**	
Contact Number		**Email**	
Date (s)		**Organisation/ website**	
Event Title		**Approx People**	
Start Time		**Finish Time**	

Indicate **HERE** equipment/appliances you are intending to use, as personal instruction may need to be arranged:

Ceiling mounted projector and screen (£30.00 charge)		Portable music system	
PA system		Heating/Cooling System	
Mega Kettle (Hot Water Urn)		Commercial Dishwasher	
Oven/Hob		Tables	
Will you be providing or selling Alcohol? If yes, complete DPS form		Chairs	

Terms and Conditions for the Hire of Weston Colville Reading Room

General

1. The Trustees retain the right to refuse any application for the hire of the Reading Room. No sub-letting is allowed.
2. Persons under 18yrs age cannot make a booking. Anyone attending under 18yrs should be appropriately supervised by a 'responsible adult' that meets safeguarding legislation. **Name of person responsible for safeguarding is:……**
   The Trustees will follow the principles set out in the 'Safeguarding Policy' which can be viewed online or hard copy in Health and Safety/Information File on the notice board.

3. A signed and completed Hiring Agreement form should be emailed to the Booking Secretary.

4. The appropriate booking fee must be paid in advance. The trustees reserve the right to give precedence to official village functions and alter charges at any time.
   The Hirer is responsible for:
5. Proper and orderly use of the Reading Room and equipment (read: 'Health and Safety Policy and Procedures' document).
6. Any equipment/furniture fault, damage or other situation which might cause injury and cannot be rectified must be reported to the Booking Secretary as soon as possible including; accident reporting, use of safety equipment or call to the emergency services.
7. The hirer uses the Reading Room at their own risk and the hirer should take out their own insurance to cover personal injury or damage to their property if it would be deemed to be reasonable and prudent to do so. Trustees cannot be held responsible for loss or damage to any property of the hirer.
8. Nothing should be fixed to walls, ceilings or other surfaces without prior approval of the Bookings Secretary.
9. Control car parking arrangements. Parking on the grass outside is not permitted. Please use the car park opposite on Mill Hill.
10. Manage noise levels and be thoughtful of local residents including the flat above the hall. The premises are to be vacated by midnight.
11. Make sure the correct food preparation and health and safety procedures are followed. Please refer to: https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events.
12. Sign the ACTIVITY BOOK located in the kitchen.
13. **Sale of Alcohol** – Alcohol maybe consumed and sold under The Reading Room and Recreation Ground license where a 'responsible person' is appointed and who must submit a signed 'Designated Premises Supervisor' (DPS) Sale of Alcohol Staff Authorisation' form. Alcohol must NOT be served, sold or provided to those under 18yrs that is consumed on or off the premises. 16-17yr olds may serve alcohol but every sale must be under direct supervision of the 'responsible person' or their deputy. In addition, storage of alcohol on the premises overnight is forbidden (see website under 'Alcohol licence').
    The Responsible Person is .....
14. **Internet, using AV equipment** – There is free Wi-Fi access. Hirers must indicate if AV and selected kitchen equipment is to be used.
15. **Fire Regulations and Evacuation Procedures** – Your attention to the Fire Alarm Activation, Fire Exits and Evacuation Procedure are essential. Information on Notice Board. Fire risk capacity is 60 persons.

When you have finished, please leave the Reading Room in a clean and tidy condition:

- Sweep and clean all areas, especially kitchen and toilets and empty bins
- Stack chairs, return tables, furniture and equipment to the position it was found
- Wash up cutlery and crockery and put away items correctly
- Switch off all lights, heating, refrigerator, chiller, water heater, dishwasher
- Check all windows and front door locked and secure
- Sign activity book and **reset the intruder alarm**
- Lock the back door and return keys in key safe

And finally, If you are unsure of the correct operation of any of the facilities please ask your key holder. These are the terms and conditions of hire. If they're breached then whoever made the booking and/or paid the fee will be liable. If we have to engage professional cleaners or

contractors to restore the Reading Room to the condition in which you took possession, we'll charge you for the cost. Sorry but others will be using the premises after you and we are all volunteers. We hope you have a great event and hope you use the Reading Room again.

The Trustees, Reading Room and Recreation Ground Trust

I hereby agree to the Terms and Conditions above, I am over 18yrs of age and have read the relevant Reading Room Policies.

Signed	
Print Name	
Date	
Organisation	