

2017

Stoke Heath Community
Centre

SHCC



SINGLE USE HIRE AGREEMENT

This document here in transcribes the hire agreement set forth between SHCC and the hiree

Contents

| | |
|------------------------------|---|
| Pricing..... | 2 |
| Charitable & Community | 2 |
| Business..... | 2 |
| Booking Information | 2 |
| Office Use | 3 |
| Payment Record..... | 3 |
| Checklist | 3 |
| Charges | 4 |
| Cancellation | 4 |
| Cleaning..... | 4 |
| Indemnities | 4 |
| Main Hall | 5 |
| Small Hall..... | 5 |
| Meeting Room | 5 |
| Kitchen | 5 |
| Late Fees | 6 |
| Terms and Conditions | 6 |
| Declaration..... | 7 |

Pricing

Charitable & Community

| Area | Price |
|--------------|---------------|
| Main Hall | £27 per hour |
| Small Hall | £22 per hour |
| Meeting Room | £8 per hour |
| Kitchen | £29 inclusive |

Business

| Area | Price |
|--------------|---------------|
| Main Hall | £32 per hour |
| Small Hall | £27 per hour |
| Meeting Room | £14 per hour |
| Kitchen | £32 inclusive |

*Prices are fixed and non-negotiable.

*IT Room May be booked in special circumstances prices will be confirmed upon enquiry and we reserve the right to lower or raise these prices without prior notification.

Booking Information

| Contact Details | |
|-------------------|---------|
| Hire Reason | |
| Main Contact Name | |
| Address | |
| | |
| | |
| | |
| Telephone | |
| Email | |
| Hire Details | |
| Date | |
| Room | |
| Time Start | |
| Time End | |
| Hire Length | |
| Charge | |
| Bond Amount | |
| Hourly Rate | |
| Kitchen | |
| Steward Fee | £ 20.00 |
| Cleaning Fee | |
| Total Charge | |
| Payment Method | |

Office Use
Payment Record

| Receipt information | | | | | |
|---------------------|------|------|--------|--------------------------|--------|
| Description | Date | Paid | To Pay | Receipt No | Signed |
| Total Amount Due | | | | | |
| Deposit | | | | | |
| Balance | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Bond Return | | | | | |
| Checklist | | | | | |
| All diary's logged | | | | <input type="checkbox"/> | |
| Deposit paid | | | | <input type="checkbox"/> | |
| Client copy given | | | | <input type="checkbox"/> | |
| Full balance paid | | | | <input type="checkbox"/> | |
| Bond returned | | | | <input type="checkbox"/> | |

Checklist

| Main Hall |
|--|
| Floor <input type="checkbox"/> |
| Tables <input type="checkbox"/> |
| Chairs <input type="checkbox"/> |
| Windows <input type="checkbox"/> |
| Notice Boards <input type="checkbox"/> |
| |
| |
| Small Hall |
| Floor <input type="checkbox"/> |
| Tables <input type="checkbox"/> |
| Chairs <input type="checkbox"/> |
| Notice Boards <input type="checkbox"/> |
| Cupboards <input type="checkbox"/> |
| Windows <input type="checkbox"/> |
| |
| Kitchen |
| Microwave <input type="checkbox"/> |
| Worktops <input type="checkbox"/> |
| Utensils <input type="checkbox"/> |
| Electronics <input type="checkbox"/> |
| Crockery <input type="checkbox"/> |

| |
|---|
| Misc Items <input type="checkbox"/> |
| Fridge <input type="checkbox"/> |
| Freezer <input type="checkbox"/> |
| Sinks <input type="checkbox"/> |
| Toilets |
| Floor <input type="checkbox"/> |
| Windows <input type="checkbox"/> |
| Toilets <input type="checkbox"/> |
| Sinks <input type="checkbox"/> |
| Bin <input type="checkbox"/> |
| |
| Foyer |
| Tables <input type="checkbox"/> |
| Chairs <input type="checkbox"/> |
| Windows <input type="checkbox"/> |
| Sweet Machines <input type="checkbox"/> |
| Book Cases <input type="checkbox"/> |

✓ For Satisfactory

X For unsatisfactory

*Total amount of unsatisfactory jobs and charge will be made if necessary

Charges

Cancellation

| Cancellation Charges | |
|----------------------|-----------|
| 4 weeks | No Charge |
| 3 weeks | 20% |
| 2 weeks | 40% |
| 1 week | 90% |
| 1 day | 100 % |

*Cancellation fee is a percentage (%) of bond or room hire which ever has higher cost.

Cleaning

| Cleaning | |
|------------|-----|
| Car Park | £45 |
| Garden | £35 |
| Kitchen | £25 |
| Main Hall | £40 |
| Small Hall | £30 |
| Toilets | £25 |

Indemnities

*Please note that charges will be made and bond will also be kept.

*Prices per 1 item broken, so if 1 chair broken charge is £20 if 2 chairs broken charge is £40.

*These are prices if items are broken equipment is not to be hired out.

Main Hall

| Main Hall | |
|----------------------------------|-----------|
| Chair | £20 |
| Doors | £50 |
| Metal Cabinet + Equipment within | £85 + £80 |
| Ping Pong Table | £70 |
| Pool Table | £200 |
| Tables | £50 |
| Windows | £100 |

Small Hall

| Small Hall | |
|-------------------|------|
| Baby rocker | £40 |
| Chairs | £20 |
| Doors | £50 |
| Drawing Board | £25 |
| Mats | £40 |
| Paint drying rack | £30 |
| Playhouse | £25 |
| Sandpit | £100 |
| Tables | £120 |
| Windows | £100 |

Meeting Room

| Peace Room | |
|------------|------|
| Computers | £400 |
| Tables | £50 |
| Chairs | £20 |

Kitchen

| Kitchen | |
|----------------------|--------------|
| Cups + Trays | £30 + £20 |
| Dish washer | £300 |
| Electrical Equipment | Vary by item |
| Freezer + Fridge | £400 + £400 |
| Hot water dispenser | £500 |
| Utensils | Vary by item |

*Electrical equipment includes items, such as microwave and hand mixer.

* Utensils include items, such as cutlery and plates.

Late Fees

| Late Fees | |
|-----------|-----|
| 1 week | £5 |
| 1 day | £10 |

*In event of you paying the party on the day of the party then there will be an extra charge of £15.

Terms and Conditions

The committee of SHCC expect all users of the centre to have respect for each other, the centre, the staff and other users. We also expect you to take the neighbours into account and keep noise to a minimum. This also includes property and we reserve the right to refuse entry or cancel the party without refund if any of these terms and conditions are breached.

A bond of £50/£100 will be required upon booking one or both halls, and will be refunded if terms and conditions have been met.

1. The hirer shall be held responsible for any loss or damage to any part of the building and its contents during the period of hire and any damage or loss will result in any charges being taken from your bond. See indemnities clause for pricing.
2. The hirer agrees to be responsible for the behaviour and wellbeing of the people using the centre for which they have hired for its intended purpose stated in the booking information clause and will be responsible for any loss, damage or personal injury. Please report any damage to steward.
3. The hirer shall not use Stoke Heath Community Centre for any purpose other than described on the booking information clause and any use of the centres equipment is strictly prohibited unless agreed upon beforehand, and any unlawful activity will result in notification to the police and any accompanying evidence will be handed over.
4. The hirer shall, when no rooms are in use endeavour to help the centre reduce its carbon footprint and make sure lights are switched off.
5. The hirer must not exceed the hours of hire (excluding tidying up) which for the purpose of this agreement will be the times based on the times stated on booking information section.
6. All provisional bookings shall be held for no more than one week, should no bond be paid to secure the booking, we then reserve the right to rebook with no prior notification
7. All fees are to be paid at least 14 days before the party date, 28 days if payment is made by cheque, failure to do so will result in extra charges unless agreed upon prior to booking.
8. In the event of agreement upon sale of alcohol then a temporary events notice license (TEN) must be acquired beforehand and there will be an extra charge levied (all at the discretion of SHCC).
9. SHCC has a no smoking policy within the building this includes e-cigarettes, so please use smoking area provided by the front door to the right by the bin.
10. The hirer shall comply with SHCC's health and safety policies and those laid down by government and any other relevant authorities and will keep fire exits unblocked.
11. At the end of the hire period the hirer must leave the centre in the same condition it was found, in a reasonable and tidy manner, this includes both outside and inside of the building and any cleaning on our part may result in extra fees payable see cleaning clause for pricing.
12. If any items are deemed to be missing and not returned then a charge will be made, see indemnities clause for pricing.
13. In the event of the centre being rendered unfit for use, SHCC shall not be liable to the hirer for any loss, however we will try to find alternative venue where applicable. If not a full refund will be given.
14. Due to government legislation specifically relating to the noise act 1996 which prohibits loud noise between the hours of 11.00pm-7.00am music must be off by no later than 11.00pm.

15. Due to complaints from neighbours, the garden may not be used after 9.00pm.
16. The hirer has 2 month from the Monday after the party date to claim their bond, should it not be claimed, then it will be banked as unclaimed funds and no refund will be given.
17. Under no circumstances is the centres equipment to be used, if it is discovered that you have been using our equipment then your bond or a % of the bond shall be kept whichever is the greater amount.

Declaration

By signing this agreement, I agree to comply with the Terms and Conditions of SHCC and abide by their procedures and policies. I also confirm that I am liable for the people who are here under my event and any damage or items gone missing is my responsibility. I understand that payment is due 14 days before event (with 28 days for cheque) and failure to pay before these will incur extra charges or may result in termination of party and risk losing my bond.

Tick here if you do not wish to be added to our mailing list.

Signed _____

Print Name _____

Date _____