



Regular Hire Agreement

Organisation:	Name of Hirer:
Address:	
Contact Number:	Post Code:
E-mail:	
Day(s) of Hire:	
Times of Hire:	
Room: Hall	
Type of Hire:	
Rate:	

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, with all doors and windows properly locked and secured, unless directed otherwise. The Hirer shall also ensure that if the fridge/freezer is used, it is cleared by Friday each week to allow any weekend casual hirers to have full access.

Beechen Hall accepts no responsibility for any stored equipment or other property brought onto or left at the premises. Hirers are therefore advised to insure their own property. It is the Hirer's responsibility to ensure that only they or their authorised representative has access to the storage cupboard area. The hall has limited storage.

The Hirer shall, during the period of the hire, be liable for the supervision of the premises and its contents. Protection from damage however slight and the behaviour and safety of all persons using the premises is the Hirer's responsibility.

The Hirer shall not use the premises for any purpose other than that described in this agreement and shall not sub-hire or allow the premises to be used for any unlawful purpose.

The Hirer shall be responsible for the health and safety of all persons using the hall for the purpose of the hall. Please refer to Boxley Parish Council's Health and Safety Policy and Fire & Emergency Evacuation document.

The Hirer shall ensure that no animals (including birds), except Guide/Assistance dogs are brought into the premises, without prior agreement from the parish office. No dogs are allowed in the kitchen.

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children's Act of 1989 and that only fit and proper persons have access to the children.

Footwear

The use of stilettos, tap or hard soled dance shoes within the hall are strictly prohibited. Should damage occur to the floor as a result of ignoring this condition, full reimbursement of damages caused will be required.

Movement of Equipment

Anything to be taken in and out of the hall should be wheeled and carried and not dragged. If using the chair trolley you must ensure it is tipped back on its wheels and not dragged across the floor.

The Council undertakes to maintain the hall and its surroundings to a high standard of cleanliness and repair. Beechen Hall risk assessments will be made available to regular hirers on request. Regular checks/tests will be undertaken on, fire extinguishers, fire alarms, water, electrical and gas supplies.

If the hall, foyer, toilets are not left in a good, clean, reasonable condition a cleaning charge will be incurred to the Hirer at a cost of £20.00 per hire. If this is a persistent problem this could result in your hire being cancelled.

..... Hirer Name (PLEASE PRINT IN CAPITALS)

..... Hirer Signature

..... Date

..... Assistant Clerk (PLEASE PRINT IN CAPITALS)

..... Signature

..... Date

The hirer will be responsible for cleaning the areas used during their hire.

Termination of Agreement

Hire agreements can be terminated within 28 days notice by either party.

Cancellations

Hirers should give 14 days' notice of cancellation of a booking for one or more days (e.g. school holidays). If a hirer wishes to cancel a booking without giving 14 days' notice and the parish office is unable to arrange a replacement booking, payment of the hire fee will be the responsibility of the hirer.

If a hirer is sick or unable to hold their class/event, they should notify the office as soon as possible. If an alternative date cannot be arranged, payment for the lost session will be at the discretion of the Parish Office in the light of the circumstances.

Hire agreements can be terminated with 28 days' notice by either party. However, cancelling individual hires within the 28 days' notice period does not negate the hire charge.

The Parish Office reserves the right to cancel any booking by giving written notice if:

- a) The premises are required for use as a Polling Station;
- b) The premises are unexpectedly required for a Parish Council meeting;
- c) The premises are required for use by a Public Health Service.

It also reserves the right to cancel, without notice if;

- d) The hall is needed as an Emergency Rest Centre by the police or other authority. As, in the event of such an emergency, the Council will be unable to give written notice of cancellation, a full refund for the loss of hire will be made. This is covered in the Council's Business Continuity Plan which is available from the office.
- e) The premises and/or car park become unfit for the use intended by the Hirer. A full refund for the loss of hire will be made, but the Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
- f) The hall is unable to operate due to Local/National Lockdown in line with Government Guidelines.
- g) The premises is unable to open due to inclement weather conditions. We accept no responsibility for this.

Payment, Damage and Insurance Procedures

Regular hirers of the hall are invoiced one month in advance, however the first month can be paid weekly, either in advance or on the day via internet banking as a bill payment.

If you wish to pay by cheque or cash there will be a surcharge to cover the cost of mileage and bank charges.

Account details:

Account Name: Beechen Hall – Boxley Parish Council
Account Number: 20460604
Sort Code: 60-83-01
Reference quote: **Club Name & Invoice Number**

The Council would like to bring to your attention the following terms and conditions and office procedures relating to payment of invoices:

- It is expected that Hirers will pay their invoices promptly. The Council reserves the right to charge interest on an unpaid bill. It reserves the right to also cancel further hires/terminate the agreement if payment is not received after a final request has been made.
- Invoices will be e-mailed to the hirer no later than a two week before the start of month the invoice relates to.
- All payments are due within 7 days of the date of the invoice.
- If after 7 days the payment has still not been received, the hirer will be sent a reminder invoice and email. The Parish Office will also notify the Chairman of the Estates Committee.
- In the event of further delay, the Council reserves the right to use whatever avenues and resources are available to it to ensure all payments in respect of the hire or any damages incurred are received.

Regular hirers, unlike casual hirers who pay a £150 damage indemnity, are not subject to deposits for damage to the Hall. However, regular hirers will be expected to pay for any damage caused to the Hall/equipment because of their hire. All regular hirers are responsible for obtaining their own insurances and it is recommended that damage cover is included.

Name (Hirer):

Signed:

Dated: