

Willingham Youth Centre
Centre Hire Agreement 2015

Scale of hire charges

Category	Time of hire	Cost of hire
Community / charity	Daytime (before 18:00)	£10 per hour
Community / charity	Evening (after 18:00)	£12 per hour
Commercial / business user	Daytime (before 18:00)	£12 per hour
Commercial / business user	Evening (after 18:00)	£15 per hour
Children's party	AM or PM hire (2 hours plus set up / tidy up)	£35 flat rate
Deposit payable by all users*		£50

* The deposit is payable in form of a cheque or cash to Willingham Youth Trust and will be returned to the hirer (or cheques destroyed) within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents. The Youth Trust reserves the right to deduct a sum from the deposit paid should the Youth Centre and its environs require cleaning or clearance as a result of the hiring.

<p>Name of hirer:</p> <p>Address:</p> <p>Contact telephone number:</p> <p>Email address:</p>

<p>Required date(s) of hire:</p> <p>Description of event:</p>
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Required access time to Youth Centre			
End time of event			
Total cost of hire (see scale of charges)			
£50 deposit paid?	Yes / No	Cheque / cash	Date:

Hirer's declaration

I have read and agree to abide by the terms and conditions of hire. Payment to be made prior to the day of hire. I understand that having adequate public liability insurance is a condition of hire and I indemnify the Youth Trust against any loss or damage arising from this letting.

Signature of hirer: _____

Please complete the hire agreement form and return to enquiries@willinghamyouthtrust.org. Once the completed form has been received, a written confirmation of the booking will be sent or emailed. The booking is not confirmed until written confirmation has been received.

Willingham Youth Centre hire terms and conditions

For the purposes of these conditions, the term 'hirer' shall mean either an individual hirer, or where the hirer is an organisation, its authorised representative. The term 'Youth Trust' shall mean Willingham Youth Trust.

1. All applications for hire of the Youth Centre shall be made on the official form.
2. The Willingham Youth Centre is a **NO SMOKING** area.
3. It is the hirer's responsibility to ensure they and any suppliers they use (caterers, entertainers, bar staff etc.) have all relevant insurances in place, including adequate public liability insurance, and they must provide the Youth Trust with copies of these insurances as they are issued.
4. The hirer shall ensure that any activities for children under eighteen years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.
5. The Youth Centre will be opened and closed at the required time by a member of the Youth Trust. However, should the hirer be entrusted with a key and security details to enable access during their booking period, the hirer must ensure that neither the key nor security details are passed onto any third party. Should the hirer terminate their booking then the key must be returned to the Youth Trust within 48 hours.
6. The hirer should only use the building and its facilities for the hire period. Extra time used outside the agreed hire period will result in the relevant charge being levied.
7. The capacity of the Youth Centre is 60 persons. The hirer will not exceed this number at any time.
8. The hirer will be responsible for leaving the facilities and surroundings in a clean and tidy state. Cleaning equipment and materials are located in the kitchen and should be used to return the Youth Centre to the state in which it was found. All tables should be wiped down and put away, floors swept, kitchen equipment washed and put away, all food leftovers removed and all rubbish disposed of in the dustbins outside the building.
9. Any contents temporarily removed from their usual position shall be properly replaced, locked and secured unless directed otherwise. Should this not be the case then the Youth Trust shall be at liberty to levy an extra charge for any cleaning/tidying incurred.
10. The hirer will indemnify the Youth Trust against the cost of repair or necessary replacement for any damage caused to the Youth Centre or its contents during the hire period. Where necessary, the Youth Trust shall be at liberty to levy a charge for any such damage.
11. The hirer shall not sub-hire the facilities nor use them for any unlawful purpose or in any unlawful way, nor bring anything into the facilities anything that might endanger them or render invalid the relevant insurance policies.
12. Alcoholic liquor may only be sold if the hirer has acquired the necessary liquor licence, a copy of which would need to be given to the Youth Trust.
13. The hirer will ensure that there is no contravention of the law relating to gaming betting and lotteries.
14. The hirer will comply with all conditions made in respect of the facilities by the Fire Authority, Local Authorities, the Local Magistrates Court or otherwise.
15. The hirer will, if preparing selling or serving food, observe all relevant food health and hygiene legislation and regulations.
16. The Youth Trust will accept no responsibility for any loss, damage or accident caused by electrical equipment used on the premises by the hirer which has not been supplied by the Youth Centre. It is the hirer's responsibility to ensure that any electrical equipment brought onto the premises is in safe working condition. The hirer agrees to indemnify the Youth Trust for any loss, damage or injury caused by electrical equipment brought onto the premises by the hirer.
17. The Youth Trust accepts no responsibility for the loss of or damage to any property brought into the Youth Centre or its grounds.
18. The Youth Trust accepts no responsibility or liability for any personal injury sustained in the Youth Centre or its grounds.
19. It is the hirer's responsibility to ensure that any accident or injury occurring during the hire period is recorded in the accident book held in the Youth Centre and reported to the Youth Trust.
20. A booking may be cancelled by the hirer giving 14 days notice in writing and a full refund will be given. Cancellations made with fewer than 14 days notice will incur a 50% charge.
21. The Youth Trust reserves the right to refuse a booking or to cancel a booking agreement at any time without giving a reason and will give notice in writing to the hirer and a full refund. The Youth Trust will not be liable to make any further payment to the hirer and will not be liable for any subsequent losses resulting from this or any other cancellation on behalf of any third party involved in this booking.