

Contract of Hire of the Carmelita Centre

Before hiring the premises you must agree to accept the following conditions:

1. The organisation known as Vauxhall Gardens Estate Residents and Tenants Association (VGERTA) Manages the premises called **The Carmelita Centre** and operates an **equal opportunities** policy. Therefore, the premises are available for the use of everyone regardless of race, colour, religion, ethnic origin, disability or sexuality and it is expected that all Hirers comply with this policy.

2. All Hirers must produce **proof of identity** (diving licence, passport, photo ID) and address (i.e. gas/electric bill, benefit book, bank/building society statement.)

3. The refundable deposit shall be **£80** and **must be paid with the application**.

4. Hiring charges

How many hours are you hiring the space for?	
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Please circle the area / price (£ per hour) that applies to your hire					
	Weekday Standard Charge	Weekday VGERTA / Local Community	Saturday Standard Charge	Saturday VGERTA / Local Community	Cost
Main Hall	£25	£20	£35	£25	
Projector Hire Charge (£5 per hour)					
Hall Deposit (£80)					

Total Cost _____

All monies must be **paid in full** at least 7 days before the event.

5. **Cancellation** of a booking requires **2 weeks notice**. Failure to give at least 2 weeks notice of cancellation will result in your deposit being forfeited.

6. All returnable **deposits** will be **refunded after 7 days** and no later than 14 days after the event, provided that all agreements have been met.

7. The organisation **may by notice** in writing, stating the reasons, **cancel the contract** and shall be secured against all claims by the Hirer. Deposit and hire charge will be returned in full.

8. The premises must be left in the **state in which you found them**. Litter must be cleared away to the bins provided, the space you hire should be clean. All rubbish disposed of which results in the bins being filled should be transferred to the bins located outside the centre. (See Appendix B – Hire Checklist)

9. The Hirer shall **not allow** the playing of amplified music, use any instrument or create any **noise**, which could be deemed to be a breach of the Control of Pollution Act or any other act or bye-law enacted for the control of **noise nuisance**.

10. The Hirer shall be **responsible** for any **loss** and/or **damage** caused to any part of the premises or equipment therein, during the period of hire.

11. The premises are hired, **commencing** at _____ The event shall **cease** at _____ and the premises must be **cleared** by _____. Failure to comply may result in loss of deposit and you may incur additional hire fees.

12. Only that part of the premises hired by the Hirer may be used, as stated in clause 4.
13. No alcohol is to be sold or offered for sale without an Occasional License being obtained in the name of the Hirer, and duly inspected by the Organisation. The Occasional License must be visibly displayed on the premises during the event.
14. The premises shall **not be hired** out for the **sale of any goods** or items without the consent of the organisation.
15. The premises shall **only** be hired out for use by **community based organisations** or members of the organisation. They may not be used by individuals solely for personal financial gain or benefit unless explicitly agreed by the committee.
16. The Hirer may **not make alterations** to the fixtures and fittings of the premises.
(No event shall continue past 10:30pm and the premises must be cleared by 11pm).
17. The Hirer may **not** make public announcements and/or **sell tickets** for any event, without prior agreement or the appropriate licenses being in place.
18. The organisation is not responsible for the loss, theft or damage of any articles during the hire period. The Hirer should **consider** taking out **insurance** cover to protect personal possessions.
19. The organisation holds its own **public liability insurance policy** but the Hirer is advised to take out their own additional cover.
20. The Hirer is obliged to ensure that any equipment or furniture not catered for in the contract is provided by him/her at no cost to the organisation.
21. The Hirer shall ensure that all **fire-fighting equipment** (Appendix A – Fire Safety Information) is not used for a purpose other than that for which it is intended. Access to such equipment including fire escape doors should not be impeded in any way whatsoever.
22. The Hirer must ensure that the premises are used in an **orderly** manner and **without disturbance to Tenants/Residents in the nearby area** especially during arrival and departure. All vehicles should be parked in a considerate and appropriate manner in the parking area within the Carmelita Centre and if on the streets in accordance with local parking restrictions.
23. The organisation shall have the right to clear and close the hired premises and terminate the hire contract should there be any contravention or breach of these conditions or should there be any **failure to maintain good order**. The Hirer shall not have any right or remedy against the organisation in respect of this action.
24. Any **complaints** must be **made in writing** by the Hirer and received by a member of the VGERTA committee within 7 days of the occasion of the complaint.
25. The Carmelita Centre is a **no-smoking** centre and smoking is strictly forbidden anywhere in the building.
26. The use of **drugs/illegal substances** is **strictly forbidden** anywhere in the centre.
27. Any **finances or costs** incurred as a result of breaching any of these conditions will be the **responsibility of the Hirer**.
28. By signing this contract the hirer agrees that he/she has **reviewed the fire safety information provided** and a fire marshal shall be in place throughout their hiring period (Appendix A – Fire Safety Information)

All the above conditions are a requirement of the booking. Any breaches will result in the immediate refusal of future bookings.

Name / Organisation			
Address and Postcode			
Telephone Number			
Email Address			
Start Time		End Time	
Number of Hours		Number Attending	
Day of Event		Date of Event	

I HAVE READ THIS CONTRACT OF HIRE AND I AGREE TO ABIDE BY THE ABOVE CONDITIONS AND ACCEPT THAT MY DEPOSIT WILL BE FORFIETED SHOULD I NOT ABIDE BY THEM.

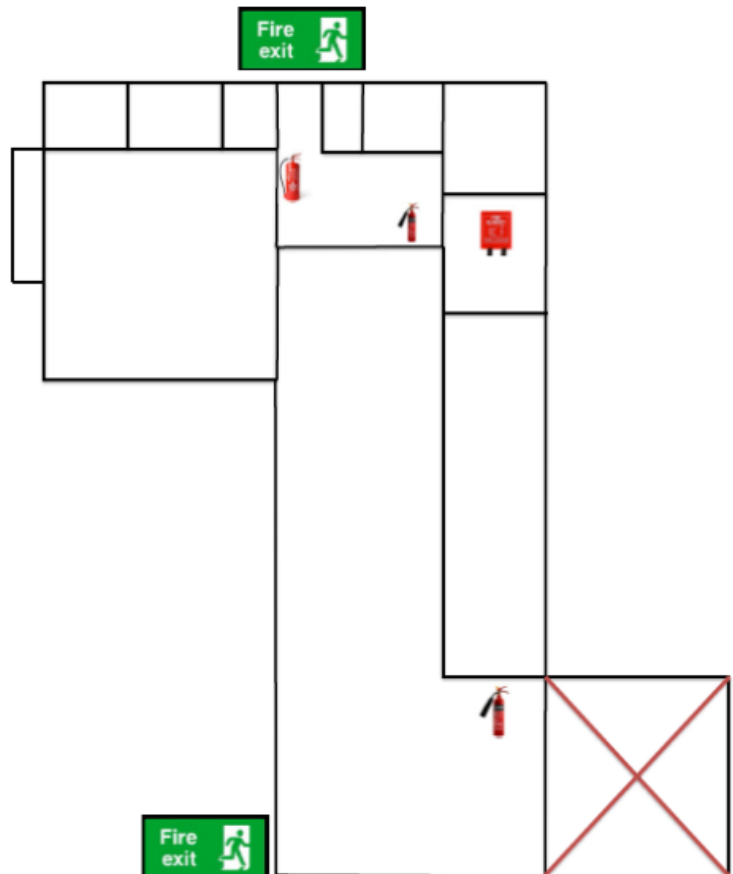
Name (Hirer)		Signature		Date	
Name (Booked by)		Signature		Date	

(Booked for and on behalf of VGERTA).

Date Deposit Paid		Date Hire Fee Due		Date Hire Fee Paid	
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Appendix A – Fire Safety Information

Carmelita Centre plan showing location of fire exists, extinguisher and fire blanket locations



Appendix B – Hire Checklist

When setting up and clearing the hall after use, please follow this checklist. Failure to do so could result in the loss of part or all of your deposit.

Setting Up

	(tick)
Provide own bin liners	
Provide own toilet roll	

Clearing After Use

	(tick)
Sweep and wash all floors	
Re-stack chairs (10 chairs high and wipe if needed)	
Wash all tables used	
Empty all bins including bins in Ladies toilets	
Sweep and clear any rubbish in garden area	
Take rubbish to Haymans Point Bin area for disposal	

Need help? If you have any enquiries please contact us at:
carmelitacentre@gmail.com