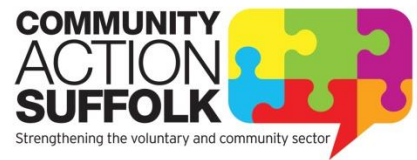


**HIRE AGREEMENT FOR THE USE OF
BRIGHTSPACE RESOURCE CENTRE**



GENERAL

The user will be responsible for the proper use of facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the Building, furniture, fittings and equipment. The user shall be responsible for making good any damage to the premises and property. No fixtures or fittings should be added to the fabric of the building without prior approval.

The user must use only that part of the building hired and must observe any instructions given by the manager concerning the area available.

The user shall be responsible for ensuring that good order is kept on the premises and its surroundings immediately before, during and after the agreed period of use.

Community Action Suffolk reserves the right to:

Have a representative present at any function; Inspect the proceedings at any time; Put a stop to any entertainment or meeting not properly conducted.

Where specialist lighting or equipment is to be used, the operator or supervisor must have the appropriate knowledge and experience.

Cancellation/postponement (reschedule):

In the event that you have to cancel a booking the following percentage of fees will be payable:

- 0% for cancellations 14 calendar days or more prior to meeting date.
- 50% for cancellations less than 14 but more than 5 calendar days prior to meeting date
- 100% for cancellations less than 5 calendar days prior to meeting date

All cancellations must be in writing. Email cancellations must be sent to info@communityactionsuffolk.org.uk **NOT** individual staff email addresses.

CLEANING

At the conclusion of a letting it is the responsibility of the user to leave the premises in a clean and tidy condition including replacing any furniture which may have been moved. Where premises are not left in such condition any expenditure incurred by Community Action Suffolk to bring the premises up to a reasonable standard of cleanliness will be charged to the hirer.

In particular, where a hirer has chosen to provide their own refreshments, the kitchen area must be left in a neat and tidy order and all crockery put in the dishwasher.

FIRE PRECAUTIONS

Users should acquaint themselves with the establishment's fire drill/regulations particularly the location of the fire alarms, extinguishers and emergency exits.

In the event of the fire siren sounding during the course of the meeting, hirers are responsible for ensuring participants evacuate the building in an orderly fashion following the instructions of the fire wardens. A copy of the fire evacuation procedures is enclosed for information.

No smoking is allowed throughout BRIGHTSPACE.

No exits may be blocked, or chairs or obstructions placed in the corridors.

Fire appliances must not be tampered with or removed other than for fire fighting purposes.
The booking may be cancelled or postponed at any time on the advice of the County Fire Officer.

The user will be responsible for the proper use of facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the building, furniture and fittings or any equipment caused by fire. If a fire is discovered then the hirer must sound the fire alarm immediately to ensure the safe evacuation of the building.

Under no circumstances are hirers to put themselves or participants at risk.

LICENCES

The user is responsible for ensuring that any necessary licences required for a particular event have been obtained.

THEATRE LICENCE

No stage play shall be performed unless a Theatre Licence has been obtained from the appropriate District Council.

No booking will be performed unless such a licence has been obtained. The user must observe any conditions attached to such licence.

PUBLIC ENTERTAINMENT LICENCE

Functions requiring that the premises shall be licensed for music, signing and dancing or entertainments or a like kind shall only be held if such a licence is obtained.

PERFORMING RIGHTS LICENCE

No copyright, dramatic or musical work shall be performed without the licence of the owner of the copyright. The user shall indemnify Community Action Suffolk against any infringement of copyright, which may occur during the letting.

JUSTICES LICENCE

Express approval is required if alcoholic drinks are to be sold or consumed on the premises. The selling of alcohol requires a licence.

Alcoholic drinks shall only be brought on the premises if they are directly provided by the user or provided by the holder of an occasional licence granted by the Justices for the function for which approval has been given.

Unconsumed liquor, bottles, glasses, etc. must be removed from the premises immediately a function has ended.

FIRST AID

Community Action Suffolk has first aiders on site and Hirers are required to call a first aider immediately in the event of a participant having an accident or being taken ill. Hirers are also asked to inform the organisation of anything appropriate that may impact on the treatment provided to participants that they are aware of to protect the safety of the participant and the first aider.

HIRING OF EQUIPMENT

Community Action Suffolk has a number of pieces of equipment that can be hired to organisations and communities in Suffolk. Hirers must collect and return any items they request from Community Action Suffolk's offices. Instruction on how to use any items must be sought from staff on collection if required. Hirers must ensure that equipment is used appropriately when taken out of Community Action Suffolk's offices.

If equipment is to be kept by the hirer overnight, then hirers must ensure the equipments safe and secure at all times.

Hirers must ensure that all items of equipment are returned in the same condition as they were to start with. If anything is damaged or lost then hirers will be responsible for the cost of any replacements.

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|--------------------|
| Name _____ |
| Organisation _____ |
| Address _____ |
| Telephone _____ |
| Signed _____ |
| Title _____ |
| Date _____ |