

# Weekend Hire Agreement

## Terms and Conditions of hire at The Boiler House Community Space Building(s)

Name of hirer:

Date of hire:

Hall hire is from:

until:

Phone no :

Location of hire: BH / NW / MG

---

### Terms

**Hirer – The person or persons and guests hiring our space as per the above time and date.**

**BHS – Boiler House Spaces.**

#### **1. The hirer**

- 1.1 The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.
- 1.2 The hirer must be at the venue at the start of the booking to sign the contract and at the end of the hire to go through building checks.

#### **2. Booking start and finish times**

- 2.1 When booking the hirer must include the time required to set up, pack away and clean in the booking times. For example; 12:00 – 18:00, access will be for those times.
- 2.2 If the hirer requires additional time (before or after) this must be agreed by BHS and paid for in advance of the date. We are unable to give access the night before to decorate the venue.
- 2.3 The hirer is required to be at the venue at the start of the hire to sign the contract, they must also be present at the end of the hire to go over building checks. We do not provide keys; the center must not be left unattended at any time.
- 2.4 If the hirer and guests have not vacated the building by the end of the agreed time this will result in potential loss of deposit. Anything over 15 mins past the hire time will be an automatic retainment of deposit.
- 2.5 If the hirer and guests have not vacated the premises by the end of the agreed booking time this will result is a potential loss of deposit. Anything over 15 mins past the hire time will be an automatic retainment of deposit.
- 2.6 If hirer arrives late this will not be added to the end of the booking.
- 2.7 All music must be turned off by the end of the hire.

### 3. Cleaning

- 3.1 We do not offer a cleaning service; the venue is expected to be left how it was found.
- 3.2 All tables and chairs must be returned to their original locations.
- 3.3 All bins must be emptied in the communal bin areas located opposite the venue entrance.
- 3.4 All spillages must be mopped up.
- 3.5 All decorations must be removed.
- 3.6 Please ensure tables are wiped down after use.
- 3.7 Any mess as a result of your hire in the vicinity of the venue must be cleaned up.
- 3.8 Please do not use party cannons outside our buildings.
- 3.9 Please ensure the toilets are left clean.
- 3.10 Please check nothing has been left in the fridge before you leave.

### 4. Noise, music & Conduct

- 4.1 Music volume must be kept at a reasonable level. If you can hear your music and the bass outside the building, then it is too loud. We will advise the hirer of any complaints and expect them to be responded to. If we receive repeated complaints, you risk the deposit being retained.
- 4.2 Keep doors and windows closed to minimize noise in respect for residents living close by.
- 4.3 When the key holder arrives at the end of the hire, they will be ready to go over building checks and lock the building up. Therefore, we expect that the guests will have vacated and the venue to be clean and tidy at this time. Any overrun of 15 minutes or more will result in the deposit being retained.
- 4.4 We do not manage the outside space; the hirer is hiring the inside hall only. We expect the event to be held inside the building.
- 4.5 NO PARKING ANYWHERE ON THE ESTATE this includes in front of the community centre, we have been instructed by the housing association TO KEEP YOUR DEPOSIT if this happens. Free parking is available in all of the surrounding roads around the estate.
- 4.6 Please leave quickly & quietly, respecting others living nearby. Do not congregate outside the building after the hire.
- 4.7 The Boiler House Community Space charity has a zero-tolerance policy and we take it very seriously if any of our staff is treated in an abusive or violent way. Aggressive behavior, be it violent or abusive, will not be tolerated and may result in you being removed from the building and, in extreme cases, the Police being contacted.
- 4.8 If there are repeated complaints or poor behavior, we reserve the right to cancel the booking immediately and request for you and your guests vacate the building.

## 5. Cancellations

- 5.1.1 Hirers must advise BHCS via email no less than 1 month prior to any cancellations to their bookings. Less than 1 months' notice will result in full or partial loss of the total booking fee. This will be calculated by the length of time between the event date and the cancellation notification, as follows:
- A. If less than (30 days), 20% of the total cost of the function
  - B. If less than (14 days), 40% of the total cost of the function
  - C. If less than (7 days), 80% of the total cost of the function
- 5.1.2 All cancellations will result in the booking deposit (£35) being retained, regardless of notice provided,

## 6. Operating Procedures

- 6.1 BHCS is not liable for damage to or loss of equipment or belongings of the Hirer.
- 6.2 The Hirer must ensure that:
- 6.3 No lights or lighting fixtures are interfered with in any way.
- 6.4 All decorations including flowers and all equipment other than equipment provided by the Centre must be removed by the end of the event unless an arrangement has been made with Centre Management Staff prior to the booking.
- 6.5 If you are decorating the hall, do not use Sellotape (or similar) on any of the surfaces or hang anything on the curtain rail or curtains. They break easily.
- 6.6 No damage is caused to the building or any property, equipment, fixtures, fittings and art work contained within the building.
- 6.7 The Hirer must treat other Centre users with respect including others' equipment and belongings. This includes not moving any furniture or equipment without prior agreement.
- 6.8 The Hirer must promptly report all breakages and damage to Centre Management Staff so that repairs/replacements can be made.
- 6.9 Compensation for damage caused by a Hirer will be required.
- 6.10 Children must be supervised by an adult always while in the facility.
- 6.11 All emergency exit doors and passageways MUST be left clear at ALL times.
- 6.12 No drugs or illegal substances are to be consumed or brought onto the premises. Anyone found to be using such substances or conducting illicit activities will be removed from the facility, lose their deposit and booking fees, and be reported to the Police.
- 6.13 No food or drink may be taken out of the premises to consume outside in the estate.
- 6.14 No fireworks or BBQ's.
- 6.15 Any damage caused will be deducted from your deposit, you may also endure additional charges which you will be billed for.

**7. Loss and damage to property**

- 7.1 The BHCS does not accept responsibility for the loss or damage to Hirer's property.
- 7.2 Loss or damage to the Centre's property including any artwork, caused by the Hirer and/or guest of must be paid for by the person or organisation concerned.

**8. Bouncy Castle & Inflatables**

- 8.1 Any hirers wishing to provide a bouncy castle for their event must sign our bouncy castle and inflatable policy form, attached.

**9. Contract and Damage Deposit**

- 9.1 We retain the right to withhold the Damage & Contract deposit for any breaches of the terms and conditions of this contract.
- 9.2 We will request that any breach of contract or complaint is addressed immediately, if it isn't or you have to be notified again this may result in the deposit being retained and /or you and your guests being asked to leave immediately.
- 9.3 The contract and damage deposit is usually returned within 7 days of hire.

**10. Fire Safety Procedure**

In the unlikely event of a fire, please follow the procedure below:

- (1) On Discovering a fire, please inform a member of staff or the event holder.
- (2) Inform everyone in the building in a calm and sensitive manner.
- (3) Leave the building calmly through the nearest signposted fire exit.
- (4) Once safely outside the building please congregate in the turning circle area, or a good distance away from the building.
- (5) Dial 999.
- (6) Call the on-duty centre lead.

I confirm that I am over 18 years of age, that I have read and Weekend Hire Agreement and the fire safety procedure:

Name: ..... Date: .....

Signature.....

**Please show your support by following us on social media. If you share photos of your event on social media, we would really appreciate a tag also 😊**



**boilerhouse\_spaces**



**@n16boilerhouse**



**The Boiler House N16**

## Bouncy Castles and inflatables policy

- It is the responsibility of the hirer to make sure public liability insurance is in place, especially if they are supervising the use of the castle, and not the supplier. The hall does not provide any insurance for the use of bouncy castles and cannot accept any responsibility in the event of any accident.
- The hall insurance does NOT cover use of bouncy castles, mainly because there will be no-one from the hall present to supervise. The hall is only responsible for advising hirers that they must put appropriate arrangements in place.
- The hirer must make sure that the supplier has insurance and find out what cover is provided if the castle is not being supervised by the supplier.
- If the insurance cover for the hirer applies only when the castle is supervised by the supplier, then the hirer is responsible for insurance and for proper supervision. Proper supervision means supervision by an adult over 18. Letting teenagers supervise toddlers will not be allowed by any insurance.

### Supervision and Safety Instructions:

1. The castle must be adequately secured.
2. Soft matting covering hard surfaces must be placed adjacent to the front or open sides.
3. There should be responsible adult supervision, paying close attention to the children at play at all times during its use.
4. The number of children using the bouncy castle must be limited to the number recommended in the Hire Company's safety instructions. There must be no overcrowding.
5. A rota system for different age or size groups should be operated together with the observance of any age limit of users (it is suggested that children over 10 years of age should not use the equipment);
6. All children must be made to remove footwear, hard or sharp objects such as jewelry, buckles, pens and other similar pocket contents.
7. Eating while bouncing or performing acrobatics must not be allowed.

### Additionally, the hirer should ensure that the Hire Company (the supplier):

1. Fully complies with the Health and Safety Executive Guidance Note PM76 – “The Safe Operation of Inflatable Bouncing Devices” (this important guide deals with all aspects of safety).
2. Employs suitably experienced and trained adult personnel, where the Company are responsible for setting up, operation and supervision of the bouncy castle.
3. Provides written evidence of a current Public Liability Insurance Policy with a Limit of Indemnity of at least £5 million. This insurance is to cover the liability of the Hire Company. Note that this is unlikely to extend to cover the hirer of the equipment.
4. Provides written instructions about the safe setting up, operation and supervision of the equipment, and that the name and address of the manufacturer or supplier is clearly marked upon it.  
When booking, the hirer must declare that they intend to have a bouncy castle. This declaration will imply a commitment to make sure that:
  - The bouncy castle will be supervised at all times by an adult (over 18).
  - Public liability insurance will be provided either by the supplier or the hirer.

I have read and understood the Bouncy Castle and inflatables agreement and agree to its contents.

Name..... Date.....

Signed.....