

SEAHAM EASTLEA & DISTRICT COMMUNITY ASSOCIATION
(Hereinafter called the 'CIO' – (Charitable Incorporated Organisation))



USER HIRE AGREEMENT

HIRE AGREEMENT NO: _____

This agreement is made on the date (1) between the CIO (2) and the Hirer (3) named below in the consideration of the Fees (4).

A. The CIO agrees to permit the Hirer to use the premises (5) for the purpose (6) and period(s) (7) described below: -

1. DATE OF THE AGREEMENT _____

2. CIO: Eastlea Community Centre, Stockton Road, Seaham. SR7 8DX

Tel: 0191 5812399 Fax: 0191 5131384

3. HIRER

(a) Organisation _____

(b) Authorised Representative _____

(c) Address _____

(d) Telephone Contacts (Day) _____ (Evening) _____

4. HIRING FEE: £_____ per session/event and will be paid weekly*/monthly*/full amount* (please delete as appropriate). *You are required to pay monthly within 10 days of receipt of invoice, or weekly upon attendance for which you will be issued a receipt. A 30% non-refundable deposit is required for all one off events; paid in advance, with the balance being paid on the day of the event. The CIO will exercise its statutory right to claim interest and compensation for debt recovery under the Late Payment of Commercial Debts (Interest) Act 1998, if payment is not received within the terms above.*

5. PREMISES: Large Hall / IT Suite / Half Hall / Stage / Kitchen

6. PURPOSE OF HIRING: _____

7. PERIOD OF HIRING: Every _____ During 201

Start Time: _____ End Time: _____ **Must include set up/down time**

Excluding the following dates _____

_____ Please be specific!

8. CANCELLATION: Either party must offer at least one week's notification to cancel the session/event.

B. CONDITIONS AND OBLIGATIONS OF HIRERS: Where applicable we require the following documentation for our records:

- a) DBS Checks for activities which include vulnerable people.
- b) Photocopy of Public Liability Insurance.
- c) Music Licence.
- d) Performing Rights Licence.
- e) CIO staff to retain photocopies of qualifications of the HIRER (To include Professional Qualifications, Food Safety, First Aid etc. as appropriate).
- f) Policies appropriate to your activity (Safeguarding etc.).
- g) Notification of any other licences or legislative requirements.
- h) PAT (Portable Appliance Test) certificate if using own / hired electrical equipment.
- i) Licences for Lectures / Seminars or any duplication of Copyright Works.
- j) Temporary Event Notice for the sale of alcohol.
- k) Door supervision if tickets are being sold for the event.

USE OF THE BUILDING:

- a) Number of people expected to attend _____ (Please check CIO capacity)
- b) You are required to carry out a risk assessment at *each* visit and return a copy to the office.
- c) Report any damage to equipment fixtures and fittings prior to carrying out your activity or you could be charged for damage not incurred by you.
- d) The CIO operates a strict no smoking policy – a designated covered smoking area is to be found at the rear of the car park in the garden area.
- e) You must leave the facility in the condition in which you find it and are responsible for clearing away any debris created by your activity.
- f) No unauthorised access into other parts of the CIO except that which you have hired for your use, particularly storage cupboards and changing rooms/shower area.
- g) No one under the age of 18 years is allowed into the kitchen without the permission of the Management Committee.
- h) The HIRER must familiarise themselves with Fire Procedures, Health & Safety, and other Policies in operation within the CIO.
- i) The CIO will not under any circumstances be held responsible for the loss or damage to property left at the CIO.
- j) We politely request that your group conducts themselves in an appropriate manner whilst on our premises and that you have consideration for others (including service users and neighbours) by ensuring that noise levels and behaviours are not disruptive or offensive.
- k) Raffles, Bazaars and Lotteries – please seek guidance from CIO management on what is and is not permitted.
- l) The sale of alcohol is not permitted without a Temporary Event Licence which needs to be approved by the CIO prior to application.

DECLARATION

THE HIRER agrees with the CIO to observe and perform the provisions and stipulations contained or referred to in the “Conditions and Obligations of Hirers” and the “Use of the Building”:

THE CIO - Your personal data will be treated as strictly confidential and will only be used for the above purposes. We will not sell, rent or share your information with third parties for sales or marketing purposes within the CIO. We do not give access to third parties without prior written consent from you. The only exception to this would be if we considered that there would be a safeguarding risk to your child if we were not to do so. In this situation we have a duty of care to put children’s safety first.

If you require further information on our Privacy Notice and Confidentiality, Data Protection and Information Sharing Policy please ask a member of staff.

Signed by the person named at 3(b) above on behalf of 3(a) above: _____

Name of CIO Representative: _____

Signed on behalf of the CIO: _____

Dated: ___/___/_____

The CIO reserves the right to cancel this agreement with immediate effect if the terms of use, obligations, and conditions are breached.