



## **Hire Agreement for use of the hall, meeting rooms and Phoenix Suite**

Organisation/Group/Event:.....

Group Leader/Responsible Person: .....

Address: .....

Post Code: .....

Tel Number: .....

Email: .....

Out of hours tel. no/mobile: .....

Days and times of group/activity/event: .....

.....

.....

Cost.....

### **TERMS AND CONDITIONS**

#### **Health and Safety**

I have read the WCLC Health and Safety policy and will ensure that we comply with this. The group will undertake any risk assessments necessary for own activities including first aid.

I or nominated individual will be responsible for carrying out evacuation in event of fire alarm going off.

Group leader or nominated individual will sign the group into and out of book at reception desk and keep own register.

Any accidents/injuries will be recorded in the accident book located in the kitchen and reported to the Centre Manager.

Security shutters will be opened in rooms being used to provide fire exit.

I or a nominated individual will ensure that the guidelines on food safety are followed.

#### **Insurance**

Groups/organisations are responsible for ensuring they have adequate insurance for the activities they are carrying out at Wonford Community and Learning Centre and the Phoenix Suite.

WCLC holds public liability insurance.

**Safeguarding**

I have read the WCLC Safeguarding policy and will ensure that any safeguarding incidents/concerns are reported to the Centre Manager/Safeguarding Officer.

**Equality and Respect**

Wonford Community and Learning Centre and the Phoenix Suite are open to all and users will be treated with respect regardless of gender, race, disability, sexual orientation and age. The Trustees hope this is the experience of hirers and we expect this to be reflected by groups and organisations hiring.

Please be considerate with language and behaviour. Noise must be kept within reasonable levels.

**Other**

Ensure the rooms, kitchen and equipment are left in the same condition and layout as they were on arrival.

Do not over stack tables/chairs

Please wash up after yourselves and put away cups, pans and crockery once dried.

Before leaving ensure all lights and taps are turned off and windows and shutters closed.

Please flush the toilets!

Report any damage or breakages to the Centre Manager. All damages are to be paid for.

Bookings are not confirmed unless deposit or payment is made.

No dogs except guide dogs allowed in the building

Clean plastic, card and paper should be put in the recycling bins.

Please take any leftover food and glass away with you.

**I agree to abide by the conditions outlined above and am authorised to accept responsibility on behalf of my organisation for the delegates. I confirm that we hold any insurance required.**

**I agree to the above information being stored and used for the purpose of the booking**

**I understand that it is my responsibility to ensure the details stored are up to date and will inform Wonford Community and Learning Centre of any changes.**

**Further details of our data protection policy are available upon request.**

**Coronavirus Outbreak:**

**I agree to abide by the additional requirements for hirers during the coronavirus outbreak.**

**Name:**

**Position in organisation:**

**Signature:**

**Date:**