

EAST DULWICH COMMUNITY CENTRE ASSOCIATION
HIRING AGREEMENT Reviewed February 2018

Name of Hirer (file name for office use) PRINT NAME.....

Has a pre-Agreement Checklist for one off event been completed? YES/ NO

1 This Hiring Agreement is between the following parties:

The East Dulwich Community Centre Association (the Association).

Registered Charity No 1113395
Address: 46-50 Darrell Road, London SE22 9NL
Phone 020 8 693 4411 email:edcc2010@gmail.com

Authorised Representative of the Association.....

The Hirer

- (a) Name of person making this Agreement.(one person only)
- (b) If this person is representing an Organisation, is this authorised? YES/ NO
- (c) Organisation Position in Organisation

Please print Address for correspondence.....

.....Postcode.....

Contact Telephone Number(s).....

Email

2 Premises: East Dulwich Community Centre (EDCC)

The Hirer is permitted to use:

Large Hall	YES/ NO	Small Hall	YES/ NO
Kitchen	YES/ NO	Office	YES/ NO
Playground	YES/ NO	Toilets	YES/ NO

Is the Hirer permitted to store equipment at the EDCC? YES/ NO
If YES, has a separate storage agreement been completed? YES/ NO

3 Date and Time of Hire

If more than one date, do not complete Section 3, please complete Schedule A instead. For one-off Hire, please complete this section.

Date of event dd/mm/yy..... Day of week.....

Start time of the eventAM/ PM End time AM/ PM

Number of hours to be charged.....

Events which overrun their booked times will be charged accordingly.

4 Purpose of Hire - description of Event or activity

.....
.....

5.1 Activities with specific risk: E.g. Barbecue; bouncy castle, require a specific **Risk Assessment**. Please see **Special Conditions of Hire**.

Are there any Special Conditions? YES/ NO

5.2 Is the Hirer a Child Care Organisation? YES/ NO
(see **Standard Conditions of Hire** Section 7)

If YES, does the Hirer have a Safeguarding policy? YES/ NO

Are the Hirer’s staff DBS checked? YES/ NO

Who is the Hirer’s Safeguarding Officer?.....

The EDCCA Safeguarding Officer is

5.3 Food Hygiene: Is food or drink to be provided at the event? YES/ NO
(see **Standard Conditions of Hire** Section 11)

Who will be responsible for preparing/ serving food and drink.....

Does the named person have appropriate skills and knowledge? YES/ NO

5.4 Supply of Alcohol: Will the Hirer sell alcohol at the event, either directly or through entry charge or any form of token? See **Standard Conditions of Hire**. **YES/ NO**

If **YES**, by this Hire Agreement, the EDCCA provides written agreement for the Hirer to proceed with a Temporary Event Notice (“TEN”) to the Local Authority. Failure to submit a TEN, or refusal by the LA, may result in cancellation of the hiring without compensation.

5.5 Maximum Number of People. The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Large Hall 60 Small Hall 30

6 Hire charge

Hourly rate. £..... Number of Hours to be charged (see Section 3 above)

Hire Charge = Hourly rate x No of Hours to be charged: £

7 Deposit.

A deposit of £200 is usually required to cover costs incurred by the Association as a result of the Hire, outside of this agreement. See Schedule of Costs, below.

Any Deposit required shall be paid on the signing of this Agreement. Any Deposit to be returned will be **refunded by cheque** within **21 WORKING DAYS** after the termination of the period of hire. If deductions have been made, a statement of account will be included. All correspondence regarding the return of Deposit must be addressed to the Management Committee of the Association.

8 DEDUCTIBLE COSTS

Service	Costs
Additional Cleaning Premises-weekdays before 7.30pm	£15 per hour, minimum 1 hour
Additional Cleaning Premises –evening after 7.30pm/weekends/bank holidays	£20 per hour, minimum 1 hour
Rubbish disposal and/or recycling	£20 per hour, minimum 1 hour
Additional caretaking, e.g. lost keys, lost property	£20 per hour, minimum 1 hour
Replacement of Light fittings/light covers	£ 50 per fitment
Unblocking toilet/sink	£95 call out charge and £35 per hour
Attendance by Committee member or Trustee e.g. due to complaint or dispute at Premises	£40 per hour, minimum 1 hour
Replacement Furniture	Tables £100 each, Chairs £30
Broken windows	£90 per pane
Broken ceiling tiles	£40 per tile
Noise limiter not used or inactivated where necessary	£60
Unauthorised storage costs	£20 per 24 hours
Administration charges	£50
Any other items will be charged at cost	
Overrunning booked time	At hourly booked hall hire rates

9 Terms of Payment

Unless otherwise agreed in writing, the Hirer must pay the full **Hire Charge** before the date of the event. Cheques may be accepted if received by the EDCCA at least 4 weeks before the event. Payment made less than 4 weeks before the event must be in cash.

CHEQUES PAYABLE TO 'EAST DULWICH COMMUNITY CENTRE ASSOCIATION'

Or Direct Credit. sort code: 20-66-51 account number: 70110981.

Use name of Organisation or the Hirer as reference.

Payment method: Direct CreditCASH.....CHEQUE

Payment period: ONE OFF MONTHLY OTHER (specify)
IN ADVANCE IN ARREARS

10 The Parties AGREE as follows:

In consideration of the hire fee specified in Clause 9, the Association agrees to permit the Hirer to use the premises: described in Clause 2; for the period(s) described in Clause 3 or **Schedule A**; for the purpose described in clause 4. The details inserted in Clauses 1 to 4 and the responses to the questions in Clause 5 are terms of this agreement. This Hiring Agreement includes the annexed **Standard Conditions of Hire**, the **Special Conditions of Hire** (if any) set out in the attached Schedule and the **Items** contained in the East Dulwich Community Centre Association **User Guide** which is on display in the centre.

Regular hirers must ensure that any of their clients DO NOT ARRIVE before the booked time and before the Hirer has arrived.

Any changes to this Agreement must be in writing, and agreed by both Parties. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Signed by..... Name.....
The Hirer Print Name in capitals

Date.....

Signed by..... Name.....
On behalf of East Dulwich Community Centre Association

Date.....

For office use only:
Hall Hire

Received by EDCCA	£.....	Signed.....	Date.....
Received by Finance Officer	£.....	Signed.....	Date.....

Deposit

Received by EDCCA	£.....	Signed.....	Date.....
Received by Finance Officer	£.....	Signed.....	Date.....

Deductions made to deposit £.....

Deposit to be returned £.....

Date..... Cheque number.....

Name for cheque.....