

COMMUNITY VOLUNTARY SERVICES TENDRING

Community Information Centre, Rosemary Road, Clacton on Sea, CO15 1NZ

Tel: 01255 425692 admin@cvstendring.org.uk

STANDARD CONDITIONS OF HIRE:

1. THE HIRER will during the period of hire, be responsible for the supervision of the premises including the behaviour of all persons using the premises.
2. THE HIRER shall not sub hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way.
3. THE HIRER shall indemnify CVST for the cost of repair of any damage done to any part of the property or its contents which may occur during the period of hiring as a result of the hiring.
4. CVST shall not be responsible for any loss or damage to any property arising out of the holding of a function or any injury which may be incurred by or be done or happen to any person during the holding of an event arising from any cause whatsoever.
5. THE HIRER shall be responsible for all their own equipment brought onto the premises.
6. IN THE EVENT of the hall or any part thereof being rendered unfit for the use for which it has been hired CVST shall not be liable to the Hirer for any resulting loss of damage whatsoever. However, CVST will endeavour to find suitable alternative accommodation nearby.
7. THE HIRER must have their own public liability insurance covering their organisation or themselves as the Hirer and before the booking can be confirmed a copy of this insurance must be enclosed with the booking form and payment. In the event of there being no insurance and/or no certificate, Hirers Liability Insurance may be available and if this is required, the Hirer must contact and speak to CVST staff.
8. THE HIRER should complete their own risk assessment prior to hiring the premises. A sample copy of the CVST risk assessment for each room is available on request.
9. THE HIRER shall provide CVST with a copy of their safeguarding policy with their booking form and if there is no safeguarding policy in place, please contact a member of CVST staff who will be able to advise accordingly.
10. AT THE END of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise by CVST. **All rubbish to be taken away.** All CVST crockery placed in the dishwasher. Tables and chairs must be placed as found and any items temporarily removed from their usual positions be properly replaced.

CAR PARKING:

11. THE CAR PARK is not available during office hours Monday to Friday (although a single space may be made available on request, subject to availability).
12. THE CAR PARK is available evenings and weekends to the HIRER. However, CVST is not liable for any loss or damage to cars parked in the car park.

CANCELLATION:

13. IF THE HIRER wishes to cancel the booking before the date of the event the following cancellation fees will apply: Over 1 months notice – No Charge. 1 months notice 50% of total amount due. 2 weeks notice 75% of total amount, 1 week or less notice the full amount of the total amount due.