



# Killamarsh Parish Council

## Conditions for Hire for Killamarsh Community Hub

1. A completed hire agreement form must be received prior to the commencement of both long term and 1 off hires.
2. One off hire will be invoiced prior to the hire commencement. Regular hires will be invoiced at the end of each calendar month. All payments are to be made within 14 days of the invoice date via bank transfer, failure to do so may result in penalties.
3. Hire periods are billed in 30 minute intervals with a minimum hire period of 1 hour.
4. The hirer should ensure all spaces used are left in a clean and tidy manner and all rubbish placed in bins.
5. A hot water urn and access to cups and saucers is included as standard, however tea/coffee/milk are to be provided by the hirer. It is expected that any pots made will be washed and put away.
6. The hirer shall ensure all equipment brought on to the premises is in good working order and have an up-to-date PAT test.
7. Smoking and/or vaping is prohibited in all areas of The Hub. It is the hirers responsibility to ensure this is always adhered to.
8. The Hub may provide storage space for regular hirers. Killamarsh Parish Council accepts no responsibility for loss or damage of any items stored on our premises. All equipment is stored at the hirers own risk, and it is assumed they will have their own insurance to cover their own items.
9. The Parish Council reserves the right to cancel all or part of certain bookings in favour of other bookings. Whenever possible a notice period of 1 calendar month will be given.
10. If the hirer wishes to cancel all or part of their booking, then a minimum of 1 months' notice is required. If less than this is received prior to a cancellation, then the Parish Council reserves the right to invoice for the full amount.
11. The hirer is responsible for ensuring all fire exits are left clear and unobstructed throughout the duration of the hire.
12. Room Capacities must not be exceeded these are set as follows –
  - Room 3 – Between 15 and 25 depending on room set up.
  - Room 1 – Between 30 and 50 depending on room set up.
13. The hirer accepts responsibility for overseeing the premises and all users within their group, ensuring that all terms and conditions are being adhered to.
14. The minimum age of a hirer is 18.
15. Any accidents or incidents must be reported to the Killamarsh Community Hub management as soon as possible.
16. No animals (other than registered assistance animals) are allowed on the premises at any time.
17. The hirer cannot use the premises for any other purpose other than described in the booking form and shall not sub hire the premises to any other person or organisation.

