***TEMPLATE* Hiring Agreement at \*INSERT ORGANISATION\***

*This template is intended as a guide for your organisation to create a suitable culture document for your organisation. It should always be checked to ensure that all systems, activities, or considerations are covered by this document.*

*This document must reflect who you are as an organisation and what you do to manage your services and support those who engage with you. This policy should outline accurately and honestly how you do that. This is purely a recommendation / guideline, make sure it reflects your work.*

*The sections in* **\*RED\*** *are yours to edit to tailor the organisation’s details.* **\*INSERT ORGANISATION\*** *is for the name of the group / organisation.*  **\*INSERT ROLES\*** *is for the different categories within (e.g. staff, volunteers, trustees, committee, board)* **\*INSERT POSITION\*** *is the person acting as the lead for the piece of work (e.g. Volunteer Manager, Line Manager etc.)*

Sections in black are usually not for editing. Only edit these if it contradicts an existing system or policy that you already have. Think clearly before you edit those areas.

Sections in orange are discussion points for your organisation. Areas in which a decision will need to be made on the best way of doing it for your organisation and all those involved.

*Sections in italic purple are guidance notes. The purple sections should be deleted and the orange text you are keeping should be coloured black once the document is completed.*

*All of the above can be deleted once you have made your changes.*

|  |  |
| --- | --- |
| **Main Contact Name**  |  |
| **Name of Organisation**  |  |
| **Email Address**  |  |
| **Contact Number** |  |
| **Space(s) in building** |  |
| **Day(s)** |  |
| **Time(s)** |  |
| **Preferred method** **of payment** | **BACS** |  | **Cash** |  | **OTHER** |  |
| **Invoice address** |  |
| **Please make any additional accessibility requirement requests here** |  |
| **Do you intend to play music or watch films on the premises?** Please explain more. |  |
| **What is the legal structure of your organisation or group?**(This helps us determine charges) | **Community Group** |  | **Business** |  |
| **Registered Charity** |  | **Franchise of Company** |  |
| **C.I.C** |  | **Other** |  |
| Do you consent to images or videos of you and your group being taken whilst using the centre?  | **Yes** | **No** |
| Do you consent to the images or videos used for promotional purposes in print or digitally?  | **Yes** | **No** |
| Please mark this box if you would prefer NOT to receive information about future activities/events |  |
| **Personal Information:** The Information you provide to us will be kept securely following GDPR guidelines. No information will be shared without prior consent. |

**Hire Terms and Conditions**

**Principles**

**\*INSERT ORGANISATION\*** is open to all members of the community, the \*INSERT ROLES\* will not accept or hire to groups or organisations who actively discriminate or wish to harm a group or specific characteristic.

**\*INSERT ROLES\*** reserves the right to refuse a booking application. Applicants will be given an explanation and right of appeal.

**\*INSERT ROLES\*** reserves the right to change the booking reservation, Due to the community nature and mission of the building, there may be instances where **\*INSERT ROLES\*** must change the bookings. We will do this with as much notice as possible, your patience and cooperation are appreciated.

All hall users for all sessions must complete this form which will be stored for audit and review purposes.

**Charging**

The **\*INSERT ORGANISATION\*** cost of hire is based on a range of factors. These are viewed periodically by the **\*INSERT ROLES\***, and notice will be given when your charge is to change.

**Cancellation**

A non-refundable deposit will be required to secure a booking (only applies to group parties and ‘private’ hires). Where there is no deposit a cancellation charge will normally be made against cancellations less than 24 hours before the event, except in exceptional circumstances.

**General**

The premises will be available at the times booked and will be clean and tidy. If you don’t find the space clean and tidy, take a photo and forward this with your report to **\*INSERT ROLES\*** as soon as possible.

Bookings should allow adequate time for setting up before and clearing up after the activity/event. If help is required to set up the activity, ask **\*INSERT ROLE\***. This time should be included in the booking. Setup is only allowed during booking.

If any furniture or equipment is moved within the room(s) or out of the room(s) for the activity/event, it should be put back as found.

When leaving make sure the room(s) is/are clean, tidy, and fit for other users. *You could back this up with a photograph if you have it or point the user towards signage that has photos of your desired default staging.*

Hirers must not use rooms and areas that they have not booked.

Any equipment or appliances that belong to **\*INSERT ORGANISATION\*** or to other users or individuals must not be used without permission.

No activity shall take place on or concerning the building that contravenes the law relating to betting, gaming, and lotteries. The users responsible for activities/events in the building should make sure that the requirements of the relevant legislation are strictly observed. If you wish to sell alcohol, you must apply for a licence from Warrington Borough Council. We expect you to be aware of the requirements for a Temporary Events Notice, and it is your responsibility to know this and arrange it.  For more information -  <https://www.gov.uk/temporary-events-notice> *Tailor this section to suit, you may not private hire for functions and therefore alcohol may not be a consideration.*

Seek permission from **\*INSERT ROLES\*** before displaying materials on or against the walls or noticeboards.

**Keeping Everyone Safe**

It is the responsibility of the hirer to be informed on the appropriate safeguarding and risk mitigation for their group to ensure that everyone is as free to harm as possible. *You could decide to ask to see their safeguarding policy or risk assessment.*

Hirers are responsible for keeping a register of guests, visitors, and people involved in the activity/event, and making sure that they are familiar with the location of fire exits, fire appliances and any other safety equipment.

All hirers need to show respect for the building, building contents, other people using the building, our neighbours, and residents.

It is the responsibility of the hirer to ensure they have the required insurance and licenses for the activity they are undertaking.

Anyone engaged in providing physical training sessions or alternative therapies must carry appropriate insurance to cover any personal injury sustained by people taking part.

The hirer or person in charge of an activity should be over 18 years old and must be on the premises for the entire period of hire or duration of the activity.

The person in charge must not be engaged in any duties that prevent them from exercising general supervision.

**Fire Safety**

All fire exits are marked and must be always kept unobstructed. As the hirer you are responsible for ensuring you and your attendees know the fire evacuation procedures. These are in every room. You MUST keep a register of those in your group as you are responsible for ensuring the safety of your participants.

Equipment to be used in case of fire is situated at appropriate points throughout the building and must not be tampered with or removed.

If a fire should occur in the building, everyone should leave the premises by the nearest available exit, and report to the assembly point **\*INSERT LOCATION\*.**

The fire alarm is tested regularly. Notice of the test will be given before it takes place.

All electrical equipment brought into the building must comply with the Electricity at Work Regulations 1989 and any subsequent legislation. The Project Management disclaims all responsibility for all claims and costs arising from the use of any equipment that does not comply.

**Smoking**

We operate a no-smoking policy that is enforced on these premises. Smoking and vaping must take place off-site and away from any public entrances.

**Damages**

If any damage occurs to any part of the building or appliances, this should be reported either in writing or verbally to the **\*INSERT ROLES\***.

A charge will be made if negligence or malicious damage is proved.

**Catering**

Any outside caterers used for activities/events need to provide a contact name and address and a copy of a Food Hygiene Certificate.

Other arrangements may be made, please discuss this with **\*INSERT ROLES\***

**Wi-Fi**

We provide freeWi-Fi in most places throughout the building. Talk to **\*INSERT ROLES\*** on how to access it.

**Car Parking**

**\*INSERT YOUR PARKING INFORMATION HERE\***

Parking is at the owner’s risk.

Cars should be parked so as not to obstruct the entrance to or exit from the car park, or to conflict with outside activities/events.

Please don’t block the assembly point for fire and evacuation (located at the end of the car park to the left of the entrance of the gates)

**Bouncy Castles and Outside Entertainers**

When booking a bouncy castle/entertainer/activity, users should make sure that the supplier has comprehensive public liability insurance and a maintenance record of the equipment supplied. A competent adult must always supervise the activity.

**First Aid**

A First Aid box is available in the **\*INSERT PLACE\***. Any accidents or incidents should be reported to the **\*INSERT ROLES\*** as soon as possible to be recorded.

The nearest defibrillator is **\*INSERT LOCATION\***

**Waste and Recycling**

There is limited waste provision and waste collection from the building.

Users are asked to take away any excessive waste generated by their activity/event.

We are trying to encourage a greener venue. Please help us to achieve our recycling goals and use the appropriate recycling bins **\*INSERT LOCATION\*.**

**Health and Safety**

Activities/events involving children, young people or vulnerable adults should comply with the requirements of the appropriate Old School policies and those outlined by Warrington Safeguarding Boards. Copies of the policies are available on request.