

Indemnity & Booking Conditions

Conditions of hire

(please read, sign and return to Glenn Vaughan)

Applications for hire:

1. All applications must be confirmed on our booking system – Hallmaster. 1 Hub reserves the right to refuse any application without stating its reason for doing so.
2. Applications will not be considered: **A)** from persons under 18 years of age or: **B)** if made otherwise than upon the official booking form.
3. Signed Booking Confirmation and Indemnity forms along with a copy of insurance must be handed in within 1 week of the start date otherwise the session/slot will be given to other hirers.
4. If the 1 Hub accepts the application, the person signing the booking confirmation shall be deemed to be the hirer and as such the person responsible to 1 Hub for payment of the hiring fees and the observance of these conditions.
5. 1 Hub will invoice one month in advance for all bookings, invoice date of 1st of each month to be paid by 10th of the same month.
6. To adhere to the following: No interference with 1 Hub property / No alcohol is to be brought onto the premises / No smoking anywhere on 1 Hub premises.

Sub Letting:

1. The hirer shall not sub-let the facilities or any part of it.

Cancellation & Postponement of hiring:

1. 1 Hub shall be entitled to cancel the hiring: **A)** if at any time prior to the commencement of the hire it shall appear to 1 Hub that the hirer has made a material omission from or mis-statement on the application form. **B)** If any sum or deposit payable is not paid by the hirer by the date upon which it is due. **C)** in the event of the individual, organisation or activities infringing the law which has a bearing on the booking or may reflect poorly on 1 Hub.
2. The hirer may with the consent of the 1 Hub, surrender or postpone the hiring provided that any request is made in writing accompanied by the balance of the charges payable in respect of the hiring.
3. **Cancellation of Hire**
4. If for whatever reason you need to cancel your session, please ensure notification has been sent at least 48 hours prior to the start time of your sessions at least. Cancellations made after this time frame will be charged. In addition if you wish to pause your hire for example over summer holidays but wish to keep the slot, then there will be a holding fee.

Damage loss and accident:

1. The hirer shall pay to 1 Hub the amount incurred by 1 Hub in making good any damage to or loss of the building, equipment, furniture, carpets, furnishings, fixtures and fittings or any other article belonging to 1 Hub arising directly or indirectly out of the hiring of the facilities.
2. During the period of hire, the hirer shall be held responsible for all damages, claims and costs arising out of the use of the building, equipment and furnishings of any sort and shall indemnify 1 Hub for any claims arising from accidents whether fatal or otherwise to any employee or agent of 1 Hub and to any member of the public and to any third parties caused as a result of the hiring.
3. The hirer shall indemnify 1 Hub against all actions, claims, costs, demands and the like made against the College and attributable either directly or indirectly to the hiring of the facilities.
4. No liability is accepted by the College for loss or damage to the hirers equipment if stored on the college site.

Maintenance of good order:

1. The hirer shall at all times be responsible for the maintenance of good order during the function, shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the facilities and that no-one trespasses on parts of 1 Hub not hired by the hirer. Upon the instructions of the 1Hub staff, the hirer shall remove or cause to be removed, any persons from the facilities hired. 1 Hub is not required to provide such supervision in any manner whatsoever.

Performing Rights Society Ltd copyright and royalties:

1. In the case of a function whereby receipts are taken for a performance, the hirer shall disclose to 1 Hub the net Box Office receipts taken at their event within 4 weeks following the event. This information is required by law for return to the Performing Rights Society Ltd.
2. The hirer must seek all permissions required to perform works and make arrangements for the payment of any taxes of any royalties chargeable in respect of the function.

Parking of vehicles:

1. Under no circumstances will 1 Hub accept any responsibility for loss of or damage to, any car or other vehicle, which in connection with the facility hire is bought or left within the precincts of 1 Hub. The hirer shall ensure that no car or other vehicle is allowed to be parked in any unauthorised position and that any instructions given by any of the 1 Hub staff in regards to parking of vehicles are strictly observed.

Smoking:

1. Smoking is not permitted anywhere on the 1 Hub site.

Prohibitions:

1. All hirings are subject to the following prohibitions

A) No alterations or additions shall be made by the hirer to the lighting, heating, seating, corridors, fittings, fixtures, equipment or other arrangement of the facility hire without the written consent of 1 Hub.

B) Town and Country Planning (Control of Advertisements) Regulation 1992 in advertising the hired sessions and in particular that no fly posting shall take place in respect of any functions / classes being held at the College.

Prevention of use of accommodation through unforeseeable events:

1. 1 Hub will not be responsible for any loss or damage suffered by the hirer in the event of the facilities not being available by reason of accident, war, civil commotion, strike, lockout, power shortage or other like cause. 1 Hub may however in such event without admitting any legal obligation to do so, return the deposit paid by the hirer. The decision of 1 Hub as to whether the facilities are not available within the meaning of this clause shall be final and binding on the Hirer. No responsibility will accepted or compensation paid by 1 Hub in the event of loss or damage suffered by the hirer on account of a failure of the lighting or other equipment within the facility.

First Aid:

1. 1 Hub recommends that the hirer provide first aid cover and kit for the duration of the hire.

Alcoholic beverages:

1. No alcoholic beverages shall be consumed on, or brought onto the premises.

Portable Electrical Appliance Testing (PAT)

1. It is a legal requirement under the Electricity at Work Regulations 1989 that any equipment you bring into 1 Hub premises must be tested in accordance with and comply with the regulations. If you hire any equipment from a hire company then the relevant certificate must be obtained. 1 Hub reserves the right to inspect these certificates and also the right to refuse the use of any such equipment if it is not satisfied with its documentation or condition.

Camera's

7. There are a number of camera's in the facility that are motion censored for the interest of the centre and will not be published or passed to any persons unless advised with the group hirer for the interest of all parties

Equal Opportunities Policy Statement:

1. 1 Hub has a positive Equal Opportunities Policy. The aim of the policy is to ensure that no individual or organisation receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origin, disability, marital status, sexual orientation, social class, responsibility for dependants age, trade union or political activities, religious beliefs, spent offences or is disadvantaged by any conditions or requirement which cannot be shown to be justified.

2. 1 Hub wishes all hirers to apply these principles to all events and activities which they may organise on 1 Hub premises and to have policies and procedures designed so as not to discriminate intentionally or unintentionally against any group or individual on any unjustifiable grounds.

Special Conditions:

1. A cleaning charge will be levied on the hirer if the premises are not left in a clean and tidy condition.
2. No bottled gas shall be bought onto the premises.

All persons under the age of 16 must be accompanied by an adult to the hired room and must be supervised by the hirer at all time

I have read and understood the section on indemnity and booking conditions (please tick)

Signature: _____ **Print Name:**

Date: _____

FIRE PROCEDURE

**In the event of a fire the Fire Bell will sound continuously.
Please calmly advise your party to leave the building via the fire exits.
As the hirer please ensure a full fire register is taken to account for
everybody on site.**

**Please be aware of the fire exits and make your participants also
aware.**

This information is shown within the building.

**Fire Assembly Point: Hard Court/ Car
Park**