



## Corporate hire

### HIRER COPY

## The Dalgarno Trust Corporate Hire Agreement – Terms and Conditions

The following terms and conditions apply to the letting of rooms at The Dalgarno Trust.

1. Once signed, this is a confirmed contract and cannot be changed. If the hirer wishes to cancel the hiring in whole or in part the hirer must give the venue three (3) weeks prior written notice to that effect. If less than 3 weeks' notice is given the venue shall cancel the hiring of the rooms and retain 100% of the fee, without incurring any liability to the hirer for any other cost or damage.
2. We expect hirers to abide by our Centre guidelines, and sign our Covid19 policy.
3. The venue may cancel the hiring of the hall if the purpose of the event is considered to be potentially detrimental to the reputation of the venue or if it is considered to be at odds with the venue's equality and diversity statement.
4. If the hiring is cancelled due to false statements made on the booking form, the venue shall cancel the hiring of the rooms and retain 100% of the fee, without incurring any liability to the hirer for any other cost of damage.
5. If the hirer fails to observe and perform any of these conditions the venue may seek to recover from the hirer any expense incurred by the venue in remedying any such failure including though not limited to the cost of employing attendants, workmen, cleaners or other persons as may be appropriate.
6. The **full fee** is required seven days before the function, or before the first in the series of functions. The fee covers the time required to set up, the duration of the event, and time required to clear up. Please ensure you allow a minimum of 1 hour each to set up and clear away before and after your event.
7. The hirer is responsible for setting up the rooms and returning the furniture to its original position at the end of the event(s). There are 16 trestle tables and 102 chairs.
8. The hirer is responsible for the supervision of the premises, regulating the behaviour of guests or members, and supervision of car parking arrangements so that residents are not unduly inconvenienced. However, steward will be on site should you need support.
9. The hirer is responsible for cleaning at the end of the function. All floors must be swept, mopped of any spillages, rubbish bagged and taken out to the bin (located to the left as you exit the building). The Centre will provide cleaning equipment. Please note all



rubbish **MUST** be placed inside the external bins (on the left as you leave the building), otherwise this could result in a loss of deposit. All equipment used must be cleaned, stacked and put away in the correct rooms.

10. This is a non-smoking building. Guests must smoke outside and away from the building. **Drugs are not permitted.**
11. If the hirer brings alcohol for consumption by the hirer and their guests, the hirer is responsible for the conduct of their guests both within and when leaving the Centre.
12. The Centre accepts no responsibility for any loss or damage to personal property. You are advised to provide your own insurance against any liability you might incur.
13. The hirer shall indemnify the Trust for the cost of any damage to their property and will undertake to repair or pay compensation for any damage done to any part of the property during or as a result of a booking.
14. If the kitchen is used, you will need to provide your own catering and serving equipment, and ensure that health and safety procedures are followed. Do not use Dalgarno Trust's equipment.
15. The Dalgarno Trust will have a steward on duty for the event. This person will advise on the Health and Safety issues. Failure to comply with these instructions will constitute a breach of these terms.
16. Our Music License states the **music MUST cease by 10:00 pm on Saturday and 9:00pm on Sunday.** Please ensure that you and your guests leave quietly, and respect our neighbours. If this is not followed and/or complaints are made, deposits will be held indefinitely.
17. All accidents, incidents or damage must be reported to the member of staff on duty immediately. Failure to report damage immediately will result in a forfeiture of the deposit.
18. Visitors to the centre must not double park their cars on the pavement directly outside the building or block in any of the local residents by parking inconsiderately.



**HIRER COPY**

**PLEASE ENSURE THAT YOU HAVE READ AND UNDERSTOOD ALL OF THE TERMS AND CONDITIONS BEFORE SIGNING**

I have read and understood the letting agreement and the rules of governing use of Dalgarno Trust Community Centre. I understand that damage incurred will be charged.

**Date & Time of Hire:** \_\_\_\_\_

Signed: \_\_\_\_\_ Hirer

Print Name: \_\_\_\_\_ Hirer

Date: \_\_\_\_\_ Hirer



**OFFICE COPY**

**PLEASE ENSURE THAT YOU HAVE READ AND UNDERSTOOD ALL OF THE TERMS AND CONDITIONS BEFORE SIGNING**

I have read and understood the Letting agreement and the rules of governing use of Dalgarno Trust. I understand that damage incurred will be charged.

**Date & Time of Hire:** \_\_\_\_\_

To be completed by the hirer:

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by Dalgarno Trust staff:

Signed: \_\_\_\_\_ Dalgarno Trust

Print Name: \_\_\_\_\_ Dalgarno Trust

Date: \_\_\_\_\_ Dalgarno Trust