



Private hire HIRER COPY

The Dalgarno Trust Letting Agreement – Terms and Conditions

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

1. A cash deposit of £100.00 is required before booking will be confirmed. This deposit is held against any cost incurred through any breach of these conditions and secures your booking.
2. Once signed, this is a confirmed contract and cannot be changed. A cancellation fee will be taken from the deposit and will apply to all bookings in the following ratios:
1 week: 50%, 3 days: 75%, 1day: 100%.
3. We expect hirers to abide by our Centre guidelines, and sign our Covid19 policy.
4. The **full fee** is required seven days before the function. The fee covers £10 per hour for clean up and set up and the cost per room for the duration of the event. Please ensure you allow a minimum of one hour each to set up and clear away before and after your event.
5. The hirer is responsible for both setting up the rooms, and returning the furniture to its original position at the end of the event. There are 16 trestle tables and 102 chairs.
6. 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. A steward will be on site should you need support.
7. 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 of the front door as you exit). All equipment used must be cleaned, stacked and put away in the correct rooms. 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.
8. This is a non-smoking building. Guests must smoke outside and away from the building.
Drugs are not permitted.
9. 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.
10. 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.

11. 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 Dalgarno Trust property during or as a result of a booking.
12. If the kitchen is used, the hirer is to provide their own catering and serving equipment, and ensure that health and safety procedures are followed. Do not use Dalgarno Trust's kitchen equipment.
13. The Dalgarno Trust will have steward on duty for the event. This person will advise on Health and Safety matters. Failure to comply with these instructions will constitute a breach of these terms.
14. Our Music License states that **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.
15. All accidents, incidents or damage must be reported to the steward on duty immediately. Failure to report damage immediately will result in a forfeiture of the deposit.
16. 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.

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 governing use of The Dalgarno Trust. I understand that the deposit or part thereof will be forfeit in the event of a breach of these conditions.

Date of hire: _____

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 governing use of The Dalgarno Trust. I understand that the deposit or part thereof will be forfeit in the event of a breach of these conditions.

Date of hire: _____

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)