

**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 £200.00** 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. A 20% discretionary reduction in venue hire cost is available to those living in the immediate area around Dalgarno Trust Community Centre. Proof of address is required.

1. 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%, 1 day: 100%.

1. We expect hirers to abide by our Centre guidelines.

1. The **full fee** is required seven days before the function. The fee covers £10 per hour for set-up and clean-up and the cost per room for the duration of the event. The minimum set-up and clean-up before and after your event is 1 hour each.

1. 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 22 trestle tables and 102 chairs.

1. 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.
2. The misuse of the lift will result in the total loss of your deposit. DO not blovk doors or allow children to play in the lift.

1. The hirer is responsible for cleaning at the end of the function, including the toilets & play area. **Bin liners must be provided by the hirer**. 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. If your guests have smoked in front of the building ensure all litter is cleared up. Please note: all rubbish **MUST** be placed inside the external bins (on the left as you leave the building) with no rubbish bags left loose on the floor, otherwise this could result in a loss of deposit.

1. This is a **non-smoking building, including vapes, including on the patio and the playground**. Guests must smoke outside and away from the building. **Drugs are not permitted**.

1. 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.

1. 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.

1. 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.

1. 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.**

1. Dalgarno Trust staff and stewards will advise on Health and Safety matters. Failure to comply with these instructions will constitute a breach of these terms.

1. 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.

1. 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.

1. 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:­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## 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:­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Time of hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 To be completed by the hirer:

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

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

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

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

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

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

To be completed by Dalgarno Trust staff:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Dalgarno Trust)

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Dalgarno Trust)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Dalgarno Trust)