

Conditions of Hire Occasional Lettings

1. The Hirer shall not cause or allow the premises to be used for any purpose other than that which the application has been granted, and the number of persons using the premises shall not exceed that authorised.
2. The Hirer shall STRICTLY observe the times of hire and shall NOT exceed these times. Users will be charged double hire for breaking into the next hour.
3. The Hirer shall ensure the premises are left clean and tidy.
4. It is the Hirers responsibility to inform the Caretaker or Centre staff of any problems with the venue at the *beginning* of the hire period.
5. The Hirer shall notify the Centre Office Manager in writing of any cancellation of booking. A cancellation fee will be incurred if less than 21 days notice is given. If any less than 7 working days notice is given, the whole of the hire charge may be retained by the centre.
6. The premises and grounds of all Adult Education Buildings are all strictly No Smoking.
7. The Centre Office Manager reserves the right to cancel any booking giving as much notice as possible and will refund the deposit fee if already paid. Alternative accommodation at the centre will always be sought first.
8. The Adult Education College for Bexley shall not be liable for any damage to, or loss of any property, articles or things whatsoever that may be brought to the premises by the Hirer or other persons using the premises.
9. The attention of the hirer is drawn to the need for him/her to make his/her own arrangements for the insurance in respect of claims which might be made by persons for injury or damage arising out of the hire of the premises. The Council's insurance covers their own liability only and not the liabilities of the Hirer. The Adult Education College Bexley can arrange a third person's hirers policy cover through Bexley Council at a charge of an additional 7% of the lettings charge
10. The hirer shall pay for the making good any damages of any kind sustained by the premises, or the fixtures, fittings, furniture therein arising out of, or in connection with the hire of the premises except damage caused by negligence of the centre.

11. Without prejudice to any duty or requirement imposed on the Centre under any of the relevant provision, the Hirer shall (in accordance with the Health and Safety at work Act 1974) take measures reasonable to a person in his/her position, to ensure that all means of access to or from the premises are available for use by persons using the premises, any plant or substance in the premises, or as the case may be, provided for use there, is safe and without risk to health.
12. The use of any floor dressings on the floors of the centre is strictly forbidden. The use of dry ice is also forbidden.
13. The premises shall not be used for the performance in public of any dramatic or musical works or for the delivery in public of any lecture in which copyright subsists, without the consent of the owner of the said copyright or in any other manner likely to infringe any subsisting copyright. The Hirer will indemnify the centre against all sums of money which they may have to pay, by reason of any infringement of copyright occurring during the period or periods, the premises are occupied by the Hirer.
14. The Centre is NOT licensed for the sale of alcohol and we will not support any applications for a licence to sell alcohol.
15. The hirer shall ensure that where the premises are used for the provision of activities for children and young people, the appropriate and adequate supervision is provided at all times, both inside the hired premises and the environment of the centre (including the car park).
16. Group members and their behaviour remain the responsibility of the Hirer and the Hirer should therefore ensure group members remain within the area to which their group has been allocated.
17. Table and seating requirements to be ordered in writing on application. No guarantee is given of the number of chairs and tables available at the premises.
18. The music level must NOT be loud enough to be heard outside of the centre boundary (after 7.00 p.m.) and consideration for other centre users must be given during the daytime.
- 19) The College reserves the right to change rooms without prior notice.

The Adult Education College reserve the right to determine the contract of the hire of the premises if any of these conditions are contravened.

Signed: _____

Print Name: _____

On behalf of _____

Date: _____