

Conditions of Hire

Societies/Associations etc.

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. The Hirer shall notify the Head of Student Services 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.
5. The premises and grounds of all Adult Education Buildings are all strictly No Smoking.
6. The Head of Student Services 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.
7. 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.
8. 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.

9. 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.
10. 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.
11. The Hirer and users of the premises will be required to be aware of and comply with the College's emergency evacuation procedures.
12. Table and seating requirements to be ordered in writing on application.
13. The College reserves the right to change rooms without prior notice.

The Adult Education College for Bexley 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: _____