

Rusland Reading Room Hiring Agreement – 2017 Edition

DATED

PARTIES

- (1) The Committee of Rusland Reading Room-Registered Charity No 1021099 (“The Committee”)
- (2) The Hirer (a person aged 18 or over)

Hirer’s name.....
 Address.....
Postcode.....
 Tel.....
 Email.....

IT IS AGREED as follows:

1. The Agreement

The Committee hereby agrees to hire Rusland Reading Rooms at Rusland Ulverston Cumbria LA12 8JZ (“the premises”) to the Hirer in consideration of the Hire Fee

2.1 Date (s) and time(s) of the period of hire.

From..... To

2.2 Hire Fee

Hire Fee £..... (to be paid as required and in any event within 7 days of the hire ending)

2.3 Licences

It is the Hirer’s responsibility to ensure that the activities carried on during the period of hire (or any extension thereof) are licensed.

The premises does not have a licence with the Performing Right Society (PRS) for the performance of copyright music, or from Phonographic Performance Ltd (PPL).

The premises have a Premises Licence authorising regulated entertainment only. A copy of the conditions of the Premises Licence and/or Operating Schedule for the premises is displayed in the main hall.

2.4. Supervision

During the period of the hiring, the Hirer is responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises; and,
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

2.5 Use of premises

- (i) The Hirer must not use the premises (including the car park), or allow the premises to be used, for any unlawful or unsuitable purpose or in any unlawful way nor do anything, or bring on to the premises anything, which might endanger the premises or any persons or render invalid any insurance policies covering the premises.
- (ii) The Hirer shall not allow the consumption of alcohol without the Committee's written permission.
- iii) Smoking: The Hirer must ensure compliance with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. The Hirer must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner and so as not to risk causing a fire.
- (iv) The Hirer shall not sub-hire the premises.

2.6 Liability and indemnity

The Hirer is liable for:

- (a) the cost of repair of any damage (including accidental and malicious damage but except for fair wear and tear) done to any part of the premises or its contents during or as a result of the hire:
- (b) all claims, losses, damages and costs made against or incurred by the Committee, the Committee's employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons or any nuisance caused to a third party arising as a result of the Hirer's use of the premises .

2.7 Public Safety

The Hirer must :

- comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, our risk assessments and health and safety policy (*these are available in the Reading Room's red folder kept on the window sill in the kitchen*).
- record any accidents involving injury to the public in the accident book
- be aware of the location of the first aid box (*on kitchen counter*)
- consider the number of people attending the event, and whether parking controls (e.g. marshals in high visibility vests) are required.
- Fire:
 - ensure an understanding of and compliance with the action to be taken in the event of a fire: to evacuate the hall and call the Fire Service.
 - ensure familiarity with the location of fire exits, assembly point (the car park) and the location of fire extinguishers.
 - ensure that all attendees are notified at the start of the event, of action to be taken in the event of a fire, including the location of fire exits, assembly points, and fire extinguishers.
 - ensure that fire exits are free from obstruction.
 - ensure that no highly flammable substances are brought into or used in the premises.

2.8 Guidelines for Use, and End of Hire

The Hirer must comply with the Guidelines for Use available at <http://www.rusland.org.uk/RuslandReadingRooms.htm> and posted in the Reading Room.

The Hirer must leave the premises and surrounding area in a clean and tidy condition, properly locked and secured (unless directed otherwise) and any contents temporarily removed from their usual positions properly replaced, otherwise there may be an additional charge. A checklist is available in the Room for the Hirer to complete at the end of hire.

SIGNED by.....
a person duly authorised by the Committee:

SIGNED by or on behalf of the Hirer:.....

I confirm that I am a person aged 18 or over: