



## POLICY DOCUMENT

*Policy title:*            **CONDITIONS OF HIRE FOR  
ROOM BOOKINGS**

*Last reviewed:*        December 2011

### *Document control*

<i>Lead person:</i>	<b>Julie Georgewill</b>
<i>Approved by Management/Staff Liaison Group:</i>	20/02/12
<i>Approved by Senior Management Team:</i>	20/02/12
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## BARTON HILL SETTLEMENT – CONDITIONS OF HIRE FOR ROOM BOOKINGS

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1. The Hirer shall be entitled to use the room(s) listed on the date and at the times shown on the Hire Agreement.
2. The Hirer shall pay the balance owing at least 2 weeks prior to the booking, unless another arrangement is in place.
3. The Hirer shall inform the Settlement of their requirements as to the provision of refreshments/kitchen facilities at the time of booking, and shall be responsible for any extra charges thereby incurred.
4. The Hirer shall be responsible for the supervision of the room(s) and for all damage caused to the room(s), contents, or any other part of the premises of the Settlement, by the Hirer or by any person using these rooms, whatever their capacity, during the hours shown on the Hire Agreement. In the event of any such damage being caused, the Hirer shall repay to the Settlement the cost of making good the damage.
5. The Hirer shall be responsible for the supervision of car parking arrangements so as to avoid any obstruction to other Settlement users and local residents.
6. Neither the Settlement nor its insurers are liable for loss of, or damage to, any property or equipment that does not belong to the Settlement, brought on to the premises by the Hirer or any person using the rooms on the dates shown.
7. The Settlement may require the Hirer to lodge a deposit. The deposit shall be held against loss of, or damage to, any Settlement property, extraordinary cleaning charges or other extra costs incurred.
8. The Hirer shall leave the premises in the same condition as found.
9. The Hirer shall ensure that all rubbish is put in the large bins on Ducie Road, by the Settlement Buildings, opposite Cabot Green.
10. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against the Hirer (or the Hirer's organisation) whilst using the Settlement. (The Settlement is insured against any claims arising out of **its own** negligence).
11. The Hirer shall not sub-let the premises.
12. The Hirer shall not use the premises for any unlawful purpose, or in any unlawful way, or do anything (or bring onto the premises anything) which may endanger the premises, their users or any insurance policies relating thereto.
13. The Settlement is licensed for the following:

What	When
The showing of plays	Mon-Sat, 9 am – 10 pm

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Small scale indoor physical activities such as Yoga, gym classes, boxing and stick fighting	Mon-Sat, 9 am – 10.30 pm. Sunday 9 am-10 pm.
Live music for over 50's entertainment, Karaoke/open mic sessions, tea dances, Arabic dancing, Salsa dancing etc., parties, quiz nights and other fundraising events, events for the community in general.	Mon-Sat, 9 am – 10.30 pm. Sunday 9 am-10 pm.
The selling/serving of alcohol (only on an occasional basis).	Mon-Sat, 1 pm – 11 pm. Mon-Sat, 11 am – 11 pm. Sunday 12 noon – 10:30 pm.

There will be no “adult entertainment” on the premises.

14. The Hirer shall ensure that one nominated adult will be responsible for all safety arrangements for the duration of the booking, and will familiarise themselves with the **EMERGENCY PROCEDURES IN THE EVENT OF A FIRE**, which are displayed in each bookable room. Unless otherwise notified, the person named overleaf will be the nominated adult.
15. **No function may continue after 11.00pm on Sundays to Thursdays, or after 12.00 midnight on Fridays and Saturdays.**
16. The Settlement requires at least one week's notice of any cancellation for bookings under £100. One month's notice for bookings over £100.

A cancellation charge will be made if the minimum notice is not given, this charge being 50% of the hire charge. If the cancellation period is less than 24 hours then this will be charged at full room hire rate.

**NB** where a deposit has been paid, this cancellation fee will be deducted from this amount.