

## CONDITIONS OF HIRE OF SPACES AT CHRISTCHURCH COMMUNITY HOUSE

The Christchurch Community House Trust (CCH), or its representatives, (the “CCH Trust”) at all times reserves the right of hire and shall have the right of entry to the premises to ensure that the hire conditions are being observed.

1. Persons booking a space at CCH (“the Hirers”) must be over 18 years of age, have suitable ID and accept responsibility for the hire, health and safety, security and cleaning of that part of the premises hired by them.
2. The Hirer/s will be responsible for ensuring that all spaces used by them are clean and tidy before they leave and that all their rubbish is removed from the premises.
3. The Hirer/s will be responsible for ensuring that all electrical appliances, lights and heaters are turned off before leaving the premises.
4. The Hirer/s will be held responsible for the loss of or damage to any equipment, fixtures or fittings.
5. The Hirer/s will be responsible for ensuring that all windows and doors are closed/locked and **if they are the last to leave** that the security alarm is set before leaving the premises.
6. No person shall have the right of entry to any part of the building other than that part specifically hired, except to access the toilets, baby changing facilities and kitchen.
7. The room must be cleaned up and vacated by 11pm except by prior written permission of the CCH Trust.
8. CCH may in its discretion agree that a hirer be responsible for opening and locking the premises. All swipe-cards must be returned by the agreed time and a fee will be charged if any card is damaged or lost.
9. Regular hirers must provide the CCH Trust with a current list of swipe-card Holders.
10. Persons using CCH must have due consideration for other users and tenants and Neighbours of the CCH. During business hours in particular tenants of the CCH Trust will be on site so that the Hirer/s will not have exclusive use of the premises.
11. Misuse or misconduct may lead to cancellation of further bookings to that hirer without refund.
12. CCH may not be hired for any purpose which, in the opinion of the CCH Trust is illegal or immoral.
13. No alcohol is to be consumed on the premises without the prior written permission of the CCH Trust.
14. The Hirer/s shall be responsible for the observance of all regulations relating to CCH, including keeping fire exits clear and ensuring that firefighting apparatus is not interfered with.
15. Nothing is to be fixed to the walls, doors or any part of the premises without authorisation from CCH Trust.
16. CCH is a smokefree environment and smoking and vaping are prohibited on or around the premises.
17. CCH reserves the right to refuse to accept any booking and to cancel any booking without compensation,
18. CCH reserves the right to charge for any cancellations.
19. CCH reserves the right to amend any booking.
20. CCH reserves the right to charge for cleaning if the room has been left in an unsatisfactory condition after a hire.
21. Persons using CCH do so at their own risk and cannot be held responsible for any loss, damage or injury, however caused, suffered by those using the premises, beyond a reasonable duty of care.
22. If an outstanding debt is placed in the hands of a debt collection agency further charges will be incurred.

**These terms and conditions should be read in conjunction with our charges.**

I/We have read these terms and conditions and agree to be bound by them.

Signed on behalf of the Hirer/s by.....

Name .....

Position.....

Date.....

If more than one signature required by your organisation.

Signed on behalf of the Hirer/s by.....

Name .....

Position.....

Date.....