Hirer:

Date:

|  |  |  |  |
| --- | --- | --- | --- |
| Class Or Event | Day &Frequency | Time | Studio |
| Start | End  | Duration | Studio 1£16/h£21 one off | Studio 2 £15/h£21 one off |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Facilities Hire Agreement:

1. Hirers must have their own, in date liability insurance to enable them to use the hall. If you do not have liability insurance, a £50 deposit will be required and waiver signed, and this £50 post hire will be returned once we are satisfied no damage or losses have occurred. Should any damages have occurred, the hirer will be billed for the repair of these should they be more than £50.
Please provide a photocopy for our records.
2. ERDA shared facilities include toilets, a kitchen and waiting area.
Please ensure only staff are in the kitchen.
3. Entrance to the building will be at the side of the building and exit from the front fire exit door.
4. Hirers are responsible for the respectable behaviour of people attending their function/classes and noise must be kept to a reasonable level.
ERDA reserves the right to stop any entertainment or meeting not properly conducted.
5. Hirers must pay for any damage or loss of whatever kind done to the building or its contents.
6. All fire exits, entrances and corridors must be kept clear at all times.
Fire appliances must not be removed.
7. Regular hirers will receive an invoice on the 1st of every month or as agreed above and this must be paid within 7 days.
8. Both parties will give at least one month’s notice if any changes are needed to the agreed dates and/or times. Minimum hire is 1 hour (60 minutes)
Both parties will try to accommodate the changes by finding alternate dates and/or times where appropriate.
If alternatives cannot be found then the following will apply:
	1. For changes requested with less than 2 weeks notice a 50% of total fee will be charged for the amended sessions
	2. For changes requested with less than 48 hour’s notice, the full fee will be charged.
9. Both parties are entitled to terminate this agreement by giving two month’s (term's) notice in writing to the other with all fees paid.
10. A First Aid Kit must be supplied by the hirer. Should any accident occur within the hire period in the Hall, the accident book (located in the kitchen in the orange medical bag) must be completed with a step by step of how to complete it. A full medical bag is available should you need in an emergency, if you use any items we will replace them and charge you for the items.
11. The building and its surrounding area (car park) is a smoke free zone.
12. Candles are not permitted in the building.
13. Keys: A deposit of £25 is required for a key to the building.
This will be returned in full once the keys are returned.
14. Set up/Tidy Away: You will have access to the room 5 minutes before and after the time of your hire period to allow for set up.
If you need longer please agree terms with one of the directors.
15. Cleaning: The studio will be cleaned 2 times a week by professional cleaners.

We ask that you help keep our studio clean after each of your uses.

This involves a quick hoover of any mess made on the floor, and a wipe of shared areas that have been used e.g. kitchen surfaces
Cleaning materials will be provided by ERDA.

1. ERDA reserves the right to consider the refusal of rehire of the studios to Hirers who do not comply with the conditions.

**I confirm that I have provided a copy of my Liability Insurance. Yes**

**I confirm that I have read and agree with the above terms and conditions and those in the ERDA Risk Assessment **

**Signed Hirer: Date:**