

Contract of Hire (Regular User Booking)

A Regular User is any individual or group making more than 6 regular bookings a year.

- 1. Contract of hire – to be completed and returned to the Bookings Secretary as soon as possible. Provisional booking will not be confirmed until receipt of the completed contract form.
2. We advise that you keep a copy of the contract for your own records.
3. Read the following documents before signing the contract because, as the responsible person for a function, you have legal duties with regards to the safety of people attending the event. It is important that you are familiar with the procedures and that you prepare for the occasion.
• Terms and Conditions of Hire
• Safeguarding policy; Emergency procedures; Health and Safety procedure; Actions to conserve energy; Environmental policy; Privacy statement.
You can request copies by e-mail or you can access them on ruspidge Memorial Hall website.
Paper copies can be supplied on request if Internet access is not available to you.
4. Regular Users will be issued with a key code for access to the hall.
5. Regular Users will need the Committee’s permission to store any equipment in the hall.
6. Any changes to booking times must be reported to the Bookings Secretary.
7. The hall is not to be entered or used outside of the contracted hours. A leeway of 10 minutes before and 10 minutes after the event is allowed on each booking for entry and departure from the hall.

Hire Charges (which include heating and use of all kitchen facilities):-

Standard Rate: £10 per hour for the Upper Hall, £6 per hour for the Lower Hall

Charges are reviewed annually. Payment is due at the end of each month.

Table with 3 columns: Day (eg "every Monday", "3rd Tuesday"), Start Time, End Time. Rows include Date of first session, Date of last session (if applicable), and Upper or Lower Hall?

Organisation:
Name of Hirer:
Address of Hirer:
Tel no (incl STD): Mobile no:
Email address:

You will be given a code to the key safe. If the key code holder will be different to the Hirer, please write their name, address and phone number on the back of this sheet.

- I have read and understood the Terms and Conditions of Hire and agree to abide by them as well as with any statutory licensing arrangements.
• I have read a copy of the "Emergency Procedures; Health & Safety; Safeguarding Policy; Actions to conserve energy; Privacy statement; and Environmental policy" and I understand my responsibilities.

Hirer’s signature of acceptance Date / /

Hall representative’s signature Date / /

Bookings Secretary:- Mrs Jenny East, 124 Ruspidge Road, GL14 3AE Tel: 01594 823620