

Standard Conditions of Hire of Ransom's Pavilion

RULES & RELATIONSHIPS

1. THE HIRER shall pay the hire fee in full before the conclusion of the booking as may be directed by the Bookings Clerk. This shall normally only be fully refundable to the Hirer in the event of Hitchin Community Gardens (HCG) cancelling the booking in pursuance of Rule 3 (c) of the General Rules.
2. THE HIRER shall pay a damage deposit of £50.00 which shall be returned to the Hirer after the event, subject to no damage having been incurred to the building and contents during the hire period.
3. IF THE HIRER wishes to cancel a booking and notifies the Booking Clerk a minimum of two weeks prior to the booking, then Hitchin Community Gardens will refund the hire fee for that date, less an administration charge of one third of the hire fee. Bookings cancelled with less than two weeks' notice shall not be refundable. In the event of Hitchin Community Gardens cancelling the booking in accordance with rule 3(c) all fees paid by the Hirer shall be refunded to him/her.
4. THE HIRER shall ensure that the General Rules governing the use of the Pavilion, as supplied to him/her, are complied with.
5. THE HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements and proper supervision of any activities involving children or adults at risk.
6. THE HIRER shall be responsible for obtaining any licences necessary in connection with the booking, other than those already held by Hitchin Community Gardens.
7. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against his/her organisation whilst using the community centre. (Hitchin Community Gardens is insured against any claims arising out of its own negligence.)
8. THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with Rule 4, the Local Authority or otherwise.
9. THE HIRER shall not sub-let or use the premises or any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
10. THE HIRER shall indemnify Hitchin Community Gardens for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of a booking.

AS WITNESS the hands of the parties hereto:

Signed by the person named in paragraph 6 of the Hiring Agreement, on behalf of the hiring organisation:

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Signed by the Bookings Clerk on behalf of Hitchin Community Gardens:

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