HIRING AGREEMENT 

The following constitutes an agreement of requirements and responsibilities between Henley Baptist Church and those wishing to hire d:two Family Centre.

## Our Terms

# Cancellation

One weeks’ notice of non-use or closure will usually be given, though it is recognised that exceptional circumstances can occur, i.e. the Centre could be shut due to Safety reasons or Funerals etc., in which case it will be the best available notice and any deposit will be refunded. Additional use is by negotiation.

# Insurance Requirements

d:two holds its own public liability insurance and we request that the user has appropriate insurance in terms of public liability, personal accident and equipment. Copies of these insurances should be made available on request. Should the user not make these arrangements, they will be liable for any claims made because of an incident in the Centre.

# Alcohol & Entertainment at Events

d:two does not hold any licences to allow the serving or supply of alcohol, or provide entertainment such as live music, dancing or films at events held here. If you intend to have these at your event, you will need to obtain a temporary events notice from South Oxfordshire District Council. Please also discuss your intentions with the Centre management.

# Health & Safety

The users are responsible for the Health and Safety of users associated with them whilst premises are in use, including providing First Aid and First Aid Kit when hiring rooms outside office hours.

All situations that constitute a threat to the Health and Safety of persons associated with the user must be reported to the Manager of the Centre in writing by a designated representative of the user. Any accidents occurring during your hire of the facilities should be recorded in the accident book located at the sign in point on your right as you enter the building through the single door.

Outside of office hours, you are responsible for ensuring safe evacuation of your group in the event of fire or emergency. We, therefore, ask you to familiarise yourself with the fire exit routes and location of fire extinguishers.

If you are bringing any electrical equipment on site, you are required to have this adequately tested for safety (e.g. an annual PAT test).

# Access

Access to building for dropping off equipment, setting up, etc. will be subject to individual agreement.

Please not that parking is limited in Henley Town Centre and guests should be informed beforehand of the parking options available. Please see [www.dtwo.co.uk](http://www.dtwo.co.uk) for further information on car parking.

# Safeguarding

The Management of d:two have implemented a Safeguarding Policy to, as far as possible, ensure the safety of children, young people and vulnerable adults accessing and using the centre.

# Security

The Centre cannot take any responsibility for theft or personal loss.

# Auxiliary Services

The Centre will provide general cleaning services to the building prior to the event. These services will include cleaning of toilet areas. The booking charge allows for 30 mins set up time and 30 mins clearing up time for the event.

Please include details of the preferred setting up of the room(s) when you return this form (number of chairs, tables etc.)

Clearing up, including sweeping/vacuuming areas used and clearing up spillages, refuse disposal and leaving areas as you would like to find them, will be the responsibility of the hirer.

**Failure to do this will result in the extra work incurred being charged to the Hirer.**

# Damage

Any damage which results from the Hirers use of the Centre must be reported to the Facilities Manager who will make a decision on whether to levy additional charges.

# Special Conditions

1. Exits will be kept clear at all times
2. Numbers to be as appropriate for rooms booked.
3. Deposit of £30 (non-returnable) is required with application.

Agreement

I enclose Deposit of £……………….. (Cheques payable to “Henley Baptist Church” please)

Hirer’s signature ……………………………………………………….. Name ………………………………………………. Date ………………

Please return completed form to Joanna Bray, Centre Manager, d:two 55-57 Market Place, Henley RG9 2AA.

## FOR OFFICE USE ONLY

Centre Manager’s signature …………………… …………………………. Name ……………………………………….… Date……………….