



The Community Hall Jameston SA70 8QG

Hire agreement

Please fill in this form as clearly as you can, using black ink.

Either print it, sign it and send it back, or photograph it and send as an email attachment.
Please keep a copy for your records.

By signing it, you confirm that you have read and accept the Terms and Conditions.

Name of Hirer	
Organisation (if applicable)	
Address	
Telephone number	
Email Address	

Date(s) of hire	Times	Main hall or meeting room	What have you hired the hall for?

Please enter the amount you have been quoted.

How much is the hire?	Meeting room	Main hall

You are agreeing to pay a deposit of 10% of the hire cost and this is part of the hire cost, and must pay the balance within two weeks of the booking, unless you have agreed something else with the person you booked with.

If the booking is cancelled:

- more than ten working days before the booking date, we return your deposit in full
- between 5 and 10 working days before the booking date, we deduct 50% of the deposit and return the rest
- 5 or fewer working days before your booking date, the whole deposit is kept as a cancellation fee.

In the case of last-minute bookings, the deposit reflects the 5- or 10-day arrangement, so:

- a booking 5 or fewer days ahead requires full payment in advance
- a booking between 5 and 10 days ahead requires a 50% deposit.

However, we understand that extraordinary circumstances can happen so if you want to make a special case, please speak to the person you booked with to discuss the situation.

If you are paying by cheque, please make it payable to Jameston Community Association.

If you want to pay cash, please bring it in person to the event.

To pay by BACS, JCA's bank details are:

Sort code:

Account number:

Account name:

Please sign below to confirm that:

- a) the details you have given us above are correct
- b) you have read, understood and accepted the Terms and Conditions and the Health and Safety terms on the following pages, as they form part of this agreement

Signed Print name.....

Date.....

Terms and conditions for hiring Jameston Community Hall

As the hirer, by signing this form you confirm that you accept JCA's terms and conditions. So please read them carefully, and contact the JCA Secretary if you have any questions.

When you are sure you have read and fully understood these terms and conditions, please sign and return your hire agreement.

For the purposes of these terms and conditions the Jameston Community Association is referred to as JCA, and you are The Hirer.

JCA does not have an alcohol licence, but we do have an entertainment licence and the hall is registered for the playing of music with the Performing Rights Society.

We also have public liability insurance in place.

Terms and conditions

In respect of this hire contract, the hirer:

1. must be over the age of 21.
2. may use the premises only for the purpose described in the hiring agreement
3. is responsible for supervising the premises and protecting the fabric of the building and all its contents, and for repairing any damage, however slight
4. is responsible for the behaviour of everyone using the premises, including the supervision of car parking arrangements, so as to avoid obstructing the highway
5. may not sub-hire the hall, allow any unlawful activity or action, or do anything that may endanger the building, its users or local residents, or which may invalidate any insurance policies
6. must ensure that nothing is done that is against the laws relating to gaming, betting and lotteries
7. must ensure that nothing is done to disturb the hall's neighbours, that the minimum of noise is made on arrival and departure, and that all music ends by 11.15pm
8. must carry out a risk assessment of their activity before the event, to ensure that risks to health and safety are identified and managed
9. must provide, before any event involving the supervision of children or vulnerable adults, a copy of their child protection policy and/or enhanced DBS checks
10. must ensure that no illegal drugs are bought onto the premises and if they are seen, the person carrying them must be removed and, if appropriate, the police informed
11. must comply with all the conditions and regulations in force from the Fire Authority, Local Authority, the Local Magistrates' Court and others, particularly if the event includes public dancing, music, or other similar entertainments
12. must ensure that any electrical appliances they bring to the premises and use there are safe, in good working order and used in a safe manner

13. indemnifies the JCA for the cost of repair of any damage that happens to any part of the property or its contents, including the car park and other buildings
14. is responsible for arranging their own insurance against any third-party claims against them or the organisation they represent
15. must report all accidents involving injury, as soon as possible, along with any near misses, to help prevent any future incidents or accidents
16. is responsible for leaving the entire area clean and tidy, properly secured and with any contents that were removed from their usual positions, properly replaced, and at the end of the event, for removing everything brought to the hall, including all rubbish and litter, to avoid the possibility of being charged the cost of clearance
17. must not:
 - hold firework displays and/or have bonfires
 - hold political rallies or meetings
 - put on performances involving danger to the public
 - use flammable internal decorations (e.g. polystyrene, cotton wool)
 - put up any decorations near light fittings.
 - bring any highly flammable substances to the hall
 - use any unauthorised heating appliances, including LPG appliances
 - permit any smoking anywhere on the premises
 - use anything other than BluTac or similar products to fix anything to the walls, to avoid damage to plaster and paintwork for which the hirer will be charged.
18. must ensure all means of exit from the premises are kept free from obstruction and immediately available for free public exit
19. must call the Fire Brigade to any outbreak of fire, however slight.
20. is deemed to have agreed to the terms and conditions of hire for this booking if they have previously signed a hire agreement which this hiring repeats exactly

If the hall or any part of it is rendered unfit for the use it has been hired for, the JCA is not liable to the hirer for any consequential loss or expense.

JCA reserves the right to:

- a) refuse a booking
- b) cancel a booking if the hall is needed as a Polling Station in a local/national election or bye-election, in which case JCA will refund your deposit in full, but not be liable for any consequential losses.

When you sign the hire agreement you are confirming that you have read, understood and fully accepted these Terms and Conditions.