



Facility Hire Agreement

to:-

- a) The hirer agreeing to the General Conditions of the Agreement as contained herein.
- b) The hirer agreeing to all Special Conditions which The Hut may determine.
- c) The hirer paying the bond (if applicable) and prescribed fee.

General Conditions of the Agreement

1. The hirer is required to provide The Hut with evidence that this event is covered by a general public and products liability insurance policy.
2. The hirer agrees to indemnify and to keep indemnified The Hut, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the Agreement.
3. The hirer, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this Agreement.
4. The Agreement is not transferable.
5. The hirer shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
6. The hirer shall ensure that adequate supervision and security is provided to:
 - prevent unruly behaviour or noise which will unduly impact on neighbours of the facility
 - ensure that loud music ceases at ten pm and all activity ceases by midnight and
 - be responsible for taking a duty of care for all participants at the event including guests, staff and contractors.
7. The hirer shall notify The Hut at the time of the application, if alcohol is to be served during the period of the Agreement.
8. No adhesive tape, blue tack or drawing pins shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them.
9. No polish, floor speed or other material is to be used on polished floors (Aldgate Valley hall and Aldgate Oval Hall) without the prior written approval of The Hut which reserves the right to refuse the same.
10. The hirer shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
11. At the completion of the function/activity, all floors must be swept, tables, chairs and other furniture placed in their original positions and all areas cleaned to the satisfaction of The Hut. Failure to do so may result in cleaning fees being charged or withholding of the bond or part thereof.
12. All litter resulting from any function must be removed from the location and adjoining property at the end of the agreed hire period.
13. The hirer shall ensure that all doors and windows are securely fastened and lights and air conditioning turned off when leaving the premises.
14. The use of the hall/rooms may be granted up to 24 hours prior to the time of hire for decorating purposes subject to other bookings during that period.
15. Repairing and/or replacing any damaged furniture, fixtures or fittings will be the responsibility of the hirer. If any necessary repair or replacement is not undertaken within a reasonable time, The Hut may repair and/or replace and recover the costs from the hirer, including from withholding of the bond or part thereof.
16. Normal hire charges may be applied if a cancellation is not received by The Hut at least seven days prior to the reserved date.
17. This Agreement may be revoked by The Hut if the hirer fails to comply with a condition of the

Agreement and may be revoked in any other justifiable circumstance, including a failure to comply with condition 6.

18. That the hirer of this facility shall act as an emergency warden and follow all emergency procedures.

19. Advertising material cannot be placed on buildings or fences within the grounds without permission of The Hut Community Centre.

Will alcohol be served?

Yes / No

I acknowledge that I have read and understand the Agreement conditions as stated in this agreement and agree to abide by these conditions.

Date _____

Name _____ **Signature** _____