

Hire Agreement

DATED

PARTIES

- 1) The Florence Park Community Association acting by its Management Committee ('The Association')
- 2) The person or organisation named in clause 1.3 ('the Hirer').

The Parties agree that:

1. In consideration of the hire fee , the Association agrees to permit the Hirer to use the premises for the specific period(s) and purpose described below.
2. The details inserted in sub-clauses 1.1 to 1.6 below and the responses to the questions in Clauses 1 and 2 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Date(s) required:

From: To:

Time required (*including Preparation and Clear up Time*)

From: To:

1.2 The Association Registered Charity No 1159506

Authorised Representative

Address: Florence Park Community Centre, Cornwallis Road, Cowley, Oxford OX4 3NH

1.3 The Hirer

Name

Organisation

Address

Telephone Number(s)

Email address

Charity Number 1159506

1.4 Hire Fee

Please see the 'Room Hire Prices' sheet for information about booking costs.

Hire of Hall	£.....
Hire of Front room	£.....
Hire of Kitchen	£.....
Extra Bar Staff (£30 if required)	£.....
Security for weekend parties (£30 if required)	£.....
Hire Deposit	£.....
£1 Donation to the Community Centre	£..... (voluntary, not obligatory)
<u>Total Amount Due</u>	£.....

The Hirer shall pay £50 as a deposit on the signing of this Agreement, this will secure the date. The total amount of hall costs due is payable at least 10 days before the event for which the premises are hired.

The deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, no extra time has been used, no extra cleaning resulted nor have any complaints been made to the Association about alcohol, noise or other disturbance during the period of the hiring as a result of the hiring.

Cancellation Policy:

- . Once the **deposit** has been paid if you cancel at any time £10 will be withheld.
- . If you cancel 3 weeks in advance of the booking £20 will be withheld.
- . Two weeks in advance of the booking £25 will be withheld.
- . One week (& therefore after the hall cost has been paid) £30 or 50% of the hall hire cost – whichever is the greater.

These charges apply to all evening (after 7pm) or weekend (Friday, Saturday Sunday any time) bookings.

Rooms and facilities required

Main Hall (capacity 100)	Yes / No	Front room (capacity 30)	Yes / No
Bar*	Yes / No	Kitchen	Yes / No
Outside areas	Yes / No	If yes please specify:	
Storage of equipment	Yes / No	If yes please specify:	

PLEASE NOTE: Daytime access before 7.30pm is by pre-arrangement only, and applicants should give one week's notice.

**The room hire price includes the services of one barman. If you have over 50 guests, an additional barman will be required at a cost to the hirer of £30*

1.5 Purpose/description of hiring

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1.6 What is the nature of your group and activity or event?

Does the activity contribute to the FPCA's charitable aims? ¹	Yes/No
Is the group / hirer a local resident (within the area of benefit)? ²	Yes/No
Is the group / hirer an FPCA affiliated group, FPCA member or associate member?	Yes/No
Is the group / hirer non-profit?	Yes/No
Will this be a public or private event?	Public/Private
Is the hire for commercial use?	Yes/No
Is food to be provided at the event?	Yes/No

¹ Broadly, FPCA's aims are to provide facilities for recreation and leisure for the social or educational benefit of Florence Park's residents.

² FPCA's area of benefit is defined by the area bounded by the Oxford Road, Between Towns Road and Church Cowley Road (including Eleanor Close), Henley Avenue, and the Boundary Brook. See website for details.

1.7 The hirer agrees not to exceed the maximum permitted number of people per room including the organisers and any performers. This is to meet fire regulations and is a mandatory condition of the centre's premises licence.

2. The Association has a Premises Licence and other permissions authorising the following regulated entertainment and licensable activities at the times indicated. Please indicate which licensable activities will take place at your event by ticking in the right hand column:

The Centre is licenced for*:		At these times:	Please tick if your event will include:
Supply of alcohol		Mon and Tues 19:30 to 23:30 Wed and Thurs 17:00 to 23:30 Friday 19:30 to 00:00 Saturday 12:00 to 00:00 Sunday 12:00 to 23:00	
Plays			
Indoor sporting events			
Live music			
Recorded music			
Performance of dance			
Anything of a similar nature to live or recorded music or dance			
Films		Daily 12:00 to evening (times as above)	

2.1 Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence (available on www.florenceparkcommunitycentre.org.uk), in accordance with which the hiring must be undertaken and agrees to comply with all obligations therein.

2.2 In order to hold a licensable activity on the premises or on part of the premises not covered by the hall's Premises Licence, or where a hall does not have a Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority. The Hirer shall obtain the written consent of the Management Committee on the form provided for this purpose before giving the licensing authority a TEN. (the form is available on www.florenceparkcommunitycentre.org.uk). Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises.

2.3 If alcohol will be available at your event you will need to seek written permission from the Association in order for a bar to be provided by or arranged with the Association's Designated Premises Supervisor or for a Temporary Event Notice to be given for the event. Your own alcohol can NOT be bought onto the premises.

3. The Hirer (or the Hirer's authorised representative if appropriate) agrees with the Association to be present during the hiring and to comply fully with this Hire Agreement.

4. It is hereby agreed that the General Rules and Conditions Governing the Use of Florence Park Community Centre, together with any additional conditions imposed under the Premises Licence or that the Association deems necessary, shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Association and the Hirer.

5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

6. Privacy Statement & Data Protection Policy

Please see website for full policy. Or contact Florenceparkcommunitycentre@gamil.com / 07864028591 for a copy

(I have read and understood **Florence Park Community Association's** Data Privacy Policy. By proceeding, I consent to my personal data being collected and used as stated in the Privacy Notice)

7.

Signed by the person named at 1.3(c) above, duly authorised, on behalf of the Hirer:

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Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Association:

.....

Date:

