

Date ……………………………

## GENERAL HIRING AND LETTING AGREEMENT

The following sections constitute an agreement of requirements and responsibilities between Henley Baptist Church and those wishing to hire or lease the premises

**About Your Booking**

# The Hirer or User

The group or individual using facilities ………………………………………………………………….................

Name of person responsible ……………………………………..……………………………………………….....

Address ……………………………………………………………………………………………………………...…

Telephone ……………………………………… Email ………………………………………………………….....

Company/Society etc, represented ………………………………………………………………………………….

**Invoice Details**

Name of Person to be invoiced ……………………………………………………………………………………...

Company represented…………………………………………………………………………………………….…..

Address ………………………………………………………………………………………………….……………..

Telephone ……………………………………… Email ……………………………………………….…………….

# Purpose and Times of Hire

For the use of: (1) Adults (2) Young people (3) Adults & Children/Babies (4) Children (5) Charitable group

*(delete as appropriate)*

Use/Activity ……………………………………………………………………………………………………….....

Expected number of people ……………………………. Date(s) requested …………………………………..

………………………………………………………………………………………………………………………….

Rooms required ………………………………………………………………………………………………………

Times of Activity ……………………………………………………………………………………………………...

Time required for Set Up and Clear ………………………………………………………………………………..

**Will any of your group be accompanied by a helper or a guide dog?**

**For regular children’s group hire:** DBS/CRB number and date of issue ……………………………….…

**Room set up requirements –** Please email any requirements to discuss

For any additional information required please email [joannam@dtwo.co.uk](mailto:joannam@dtwo.co.uk)

Our Terms

**Ethos**

The d:two Community Centre is part of Henley Baptist Church which has a founding document which states that the building should be used for Christian activities. Therefore, although we welcome people from all faiths, beliefs and none to join in with our community centre and church activities, hire of the facilities is only open to organisers who do not display or teach practices that are contrary to our core Christian beliefs.

# Cancellation

A month’s 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 requires that the user has appropriate insurance in terms of public liability, personal accident

and equipment. Copies of these insurances are to 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. d:two holds its own public liability insurance.

**Alcohol at Events**

An event at which people bring along their own alcohol doesn’t require a licence. However, room hirers will be expected to abide by our Responsible Drinking Policy (which you will receive along with the Booking Form if you are bringing alcohol into the building.)

If you are selling alcohol, or the cost of a ticket for your event includes a glass of wine etc., then a Temporary Event Notice is required since d:two does not have a licence. Please go to the South Oxford District Council’s website for guidance and information on how to obtain a TEN.

<https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/alcohol-and-entertainment-licences/temporary-event-notices/>

**Entertainment at Events**

If you intend to have live music, dancing or films at your event please check the South Oxfordshire District Council website for guidance on whether a Temporary Event Notice is required, since d:two does not have a licence for these activities.

[Licensing - South Oxfordshire District Council (southoxon.gov.uk)](https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/)

# Health & Safety

The users are responsible for the Health and Safety of all staff and 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 give due consideration to appointing a fire marshal, registering people, familiarizing 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.)

The lift in d:two may only be used if there is a member of staff in the building.

We recommend that you carry out a risk assessment on all your activities that are going to take place in the Centre. Our general and room-specific risk assessments are available on request.

# Access

Access to building for dropping off equipment, setting up, etc. will be subject to individual agreement. Please note 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 or vulnerable adults accessing and using the Centre. We also expect any group working with children or vulnerable adults to have their own Safeguarding Policy and to produce proof of a valid DBS certificate where relevant.

# Security

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

# Auxiliary Services

The Centre will provide general cleaning services to the building at large. These services will include cleaning of toilet areas.

Room preparation, clearing up, including sweeping/hoovering 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. No alcohol on the premises – without special agreement.
4. Only those with a Food Hygiene Certificate (level 1 food safety) should prepare food for the public.
5. Hire costs are as shown on the Room Hire Information Sheet.
6. Cheques to be made payable to Henley Baptist Church or Bank Details are on our invoices.
7. We invoice for the previous month’s Room Bookings at the start of each month.

Agreement

I agree to abide by the terms and conditions above and to a Hire Rate of ……. per hour or part of (excluding set up and clear for which there is no charge.)

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

HBC Administrator’s signature ……………………….… Name ………………………… Date…………………...

Please return completed form to Joanna Malton, Administrator, d:two, 55-57 Market Place, Henley

RG9 2AA. Email: [joannam@dtwo.co.uk](mailto:joannam@dtwo.co.uk)

FOR OFFICE USE ONLY

Hire Charge £…………………………….. Date Booking Received ……………………………….…….

Booking Agreed (date) …………………… Booking Confirmed to Hirer: (date) …………………….…...