

# BOOKING AGREEMENT

Trinity Buildings, Dover St, Ryde, Isle of Wight, PO33 2BN

Name of responsible person \_\_\_\_\_

Organisation \_\_\_\_\_

Address

\_\_\_\_\_

Contact phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

## ROOMS

- Community Hall £13 hr
- Main Church £26 hr
- Kitchen £13
- Café £13

- Small meeting room £13
- Undercroft & Com hall £26 hr
- Creative hub Rehearsal space £13hr
- Soft play party £150

## OTHER

- Minibus
- Hog roast
- Tables
- Gazebo
- Stage
- Named post box £13 month

- Clean room yourself and dispose of rubbish
- Or pay cleaning surcharge £13 per hour

Date/s required \_\_\_\_\_ Time from \_\_\_\_\_ Time until \_\_\_\_\_

\_\_\_\_\_

Purpose of use

\_\_\_\_\_

Total hours/days \_\_\_\_\_ X price above \_\_\_\_\_ = Agreed total fee

\_\_\_\_\_

To confirm your booking please complete and return booking form with £50 refundable damage deposit (cash or cheque)  
Cheques made payable to 'Aspire Ryde'

Total fee payable to be paid minimum of 2 days prior to event date or by invoice, only by agreement. Key codes and other instructions will then be given.

The individual and/or organisation detailed above accepts the definitions, terms & conditions of hire as set out in this document.

**Signed by or on behalf of you** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE**

Copy of hirers liability insurance if applicable

Copy of hirers child protection if applicable

Key codes and instructions given

Driving licence seen

Yes	No	N/A

E-prove booking \_\_\_\_\_

E-conf booking \_\_\_\_\_

Deposit rec \_\_\_\_\_

Payment rec \_\_\_\_\_

Deposit returned \_\_\_\_\_

**PLEASE RETURN**

## PREMISES TERMS & CONDITIONS OF HIRE

1. Aspire Ryde is a registered charity (Charity number 1163336). Our terms of business as explained here, apply to the agreement you have signed, which we refer to as "your agreement". This supersedes any previous agreement you may have had with us & contains all the terms agreed. If you are uncertain about any part of our offer or have any queries, please ask. All facilities are our resources & are therefore to be hired in line with our Vision, Mission & Values.
2. We will hold a provisional booking without obligation, but all confirmed bookings must be in writing on the booking form provided & a £50.00 deposit paid. The person signing this form will be considered the hirer. Where an organisation is named in the application the organisation will also be considered the hirer & shall be jointly & severally liable with the person who signs this form.
3. Key codes must be collected from the Project Office in advance of the booking date. Please contact us to make arrangements in plenty of time prior to your booking,
4. For the duration of the hiring you will be responsible for supervision & care of the premises & its contents, including fixtures, fittings.
5. At the end of the hire the building must be securely locked unless directed otherwise by our representative. If you are not paying cleaning surcharge you are responsible for leaving the premises & surrounds in a clean & tidy condition. All rubbish must be removed & everything returned to its original position. Should this not be complied with we reserve the right to make an additional charge. Any damage must be reported. If you leave any of your own property it is at your own risk.
6. In the event that the hiring involves the attendance of anyone under the age of 18 without their parents, you confirm that there will be in place an appropriate Child Protection Procedure. You agree to ensure that all adults present on the premises are aware of this Procedure, abide by it & where necessary, appropriate Disclosure and Barring Service checks have been carried out.
7. You shall not use the premises for any purposes other than described in the Hiring Agreement, sub-hire, allow the premises to be used in any unlawful way, or bring on to the premises anything that may endanger the facilities or our insurance policies.
8. The entire premises & grounds are a No Smoking Zone.
9. You are to ensure that all noise is kept to a level such that neighbours of the premises are not unduly disturbed & terminate all loud noise by 11pm.
10. You shall comply with all regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise, particularly in connection with any event that includes public entertainment & shall ensure that such events do not involve the infringement of any copyrights or performing rights. The sale or consumption of alcohol will require written notice and the appropriate licence being obtained. We undertake our own facility based risk assessments; it is your duty to undertake activity risk assessments and arrange insurance for your belongings and liability insurance for third parties.
11. The number of guests admitted shall not exceed the number specified on the booking form.
12. In anticipation of an emergency it is your responsibility to ensure that your guests know fire evacuation procedures, the location of first aid kits, telephones, building contact and duty phone details.
13. You shall indemnify us for the cost of repair of any damage done, which occurs as a result of the hiring.
14. It is your responsibility to ensure that any equipment you supply does not overload or damage our power supply & circuitry. Your equipment must have undergone P.A.T.
15. If you wish to cancel the booking before the date of the event & we are unable to conclude a replacement booking, the question of payment or repayment is at the discretion of our C.E.O. If you cancel with less than 24 hours' notice, we reserve the right to withhold any deposit or payment.
16. We reserve the right to cancel this hiring without notice if there are safety concerns or due to unforeseen circumstances. In this case you will be entitled to a refund of any deposit paid but Aspire is not be liable to you for

any resulting loss or damage. If you have a regular booking, we reserve the right to vary or cancel such arrangements. This right will not be unreasonably enforced.

17. We are not liable for any loss as a result of our failure to provide a service due to mechanical breakdown, internet outage, strike, delay, failure of staff, termination of our interest in the building or otherwise. We will not in any circumstances have liability for loss of business, profits, anticipated savings, damage to data or equipment, third party claims or any consequential loss. We strongly advise you to insure against all such potential loss, damage expense or liability.
18. In the course of our provision of Internet services, you will not nor cause us to, infringe the rights of any third party. You will not use the Internet connection to host, spam, access inappropriate adult material, or conduct illegal activities.
19. Either of us can terminate a long term booking by giving at least one-month notice. The notice to leave must be received via email to [place@aspireryde.org.uk](mailto:place@aspireryde.org.uk) or by letter to Heath Monaghan, Aspire, Trinity Buildings, Dover Street, Ryde, Isle of Wight, PO33 2JP. You must pay to the end of your notice period even if you physically exit before that date.
20. If we put an end to the agreement for any of these reasons it does not put an end to any outstanding obligations you may have & you must pay for additional services you have used, & indemnify us against all reasonable & proper costs & losses we incur as a result of the termination.
21. Charges can be increased at our discretion providing one month's notice. An invoice will be issued on or the next working day after the 1<sup>st</sup> of each calendar month. All fees are payable in respect of the services to be provided during the previous month in full.
22. If your payment is received after the invoice due date, we reserve the right to charge a fixed late payment fee of £40. Interest is additionally payable at 3% per week or part of delayed payment. This is stipulated in The Late Payment of Commercial Debt (Interest) Act (1988) amended in 2002.
23. The Kitchen Co Coordinator will manage the kitchen & be responsible for ensuring that it is a safe, hygienic space to work, in line with current Health & Safety regulations.