



Somerville Youth & Play Provision

VENUE HIRE AGREEMENT

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Hire Agreement

BETWEEN:

1. Somerville Youth & Play Provision ("SYPP")

AND

2. _____

PARTICULARS OF HIRE:

Hirer Name / Organisation:

Telephone:

Email:

Contact Address:

Hired Facilities:

Purpose of Hire:

Hire Period (dates and times):

Total Number of Hours of Hire:

Approximate Number of People Attending:

SYPP Contact (details of individual and contact information):

I have read this Hire Agreement and I agree to abide by the Terms and Conditions of Hire which are incorporated into and form part of this Hire Agreement and I accept that my deposit will be forfeited should I not abide by them.

.....

For the Hirer

Date: _____

.....

For Somerville Youth & Play Provision

Date: _____

Deposit: £

Hirer Charge: £

Additional Charges (if applicable): £

Terms and Conditions of Hire

1. DEFINITIONS AND INTERPRETATION

a) Definitions

- i) **“Appropriate Identification”** means (i) in the case of an individual, proof of identity (in the form of a driving licence or passport) and proof of address (in the form of a gas bill, bank or building society statement); and (ii) in the case of a company or community organisation, its registration number (if applicable) and constitutional documents;
- ii) **“Booking”** means a request from the Hirer to hire to the Hired Facilities for the Hire Period, the details of which are stated in the Hire Agreement;
- iii) **“Deposit”** means the deposit as described in clause 4 of these Terms and Conditions;
- iv) **“Fire Safety Procedures”** means the fire safety procedures as described in clause 13;
- v) **“Hire Agreement”** means the hire agreement between SYPP and the Hirer;
- vi) **“Hire Fees”** means the hire fees for the hire of the Hired Facility and additional charges as described in clause 3 of and Schedule 1 to these Terms and Conditions;
- vii) **“Hire Period”** means the hire period as stated in the Hire Agreement;
- viii) **“Hire Rates”** means the rates of hire as set out in Schedule 1 to these Terms and Conditions;
- ix) **“Hired Facility”** means the rooms/spaces stated as hired by the Hirer in the Hire Agreement;
- x) **“Hirer”** means the person or organisation named in the Hire Agreement and includes any person or persons acting on the Hirer’s behalf during the Hire Period;
- xi) **“Premises”** means the entirety of the SYPP premises, being the rooms/spaces listed in Schedule 1 located at 260 Queens Road, SE14 5JN, London, or any part thereof;
- xii) **“Purpose”** means the purpose of hire of the Hired Facility as stated in the Hire Agreement;
- xiii) **“SYPP”** means Somerville Youth & Play Provision;
- xiv) **“SYPP Contact”** means the SYPP contact, as stated in the Hire Agreement;
- xv) **“SYPP Friend”** means any person whose application to be a friend of SYPP has been accepted by SYPP, as determined in SYPP’s sole discretion;
- xvi) **“SYPP Safeguarding Policy”** means SYPP’s policy which ensures that potentially vulnerable children and adults are protected at all times and requires that all reasonable steps be taken to prevent the occurrence of injury, illness, loss or damage; and
- xvii) **“Terms and Conditions”** means these terms and conditions of hire.

b) Interpretation

- i) Words importing one gender shall include all genders and words importing the singular shall include the plural and vice versa;

- ii) A reference to any statute (including primary and secondary legislation) shall include reference to the same as from time to time amended and to any re-enactment, modification or replacement thereof and any statutory instrument made thereunder;
- iii) Any reference to SYPP's consent or notice means SYPP's prior written consent or written notice; and
- iv) If there is any discrepancy between the provisions of the Hire Agreement and these Terms and Conditions, the provisions of the Hire Agreement shall prevail.

2. APPLICATION

The Hire Agreement shall not come into force and no Booking shall be accepted until the following requirements have been satisfied:

- a) SYPP has received a copy of the Hire Agreement signed by or on behalf of the Hirer;
- b) SYPP has received the Appropriate Identification from the Hirer;
- c) SYPP has received all Hire Fees and Deposit from the Hirer, as stated in the Hire Agreement; and
- d) SYPP has issued written confirmation to the Hirer that the Booking has been accepted.

3. HIRE FEES AND CHARGES

- a) Unless otherwise stated in the Hire Agreement, Hire Fees shall be calculated in accordance with Schedule 1 to these Terms and Conditions. The Hire Fees may be revised by SYPP annually.
- b) All Hire Fees shall be payable by cheque or bank transfer in full no fewer than ten (10) business days prior to the start of the Hire Period. For Hirers hiring the Hired Facilities on a repeating basis, Hire Fees shall be payable monthly in advance (save that the first payment in respect of the applicable Hire Period shall be made no fewer than ten (10) business days prior to the first use of the Facilities in relation to that Hire Period).
- c) Cheques are payable to Somerville Youth & Play Provision Limited. Bank account details for payments made by bank transfer will be provided by SYPP on request.
- d) SYPP reserves the right to refuse access to the Premises if the whole or any part of the Hire Fees or Deposit has not been paid in accordance with these Terms and Conditions, or if the Terms and Conditions have otherwise not been complied with in any respect.

4. DEPOSIT

- a) A Deposit of £50 is payable for hire of three Hired Facilities or fewer. A Deposit of £100 is payable for the hire of four Hired Facilities or more.
- b) The Deposit shall be payable by cheque or bank transfer in accordance with clause 3(c).
- c) The Deposit shall be paid by the Hirer no fewer than fifteen (15) business days prior to the start of the Hire Period or immediately at the request of SYPP if the start of the proposed Hire Period is less than fifteen (15) business days from the date of the Booking.
- d) The Deposit will be returned to the Hirer within fourteen (14) days of the Hirer's last use of the Premises, less any deductions which SYPP is entitled to make pursuant to these Terms and Conditions. SYPP shall be entitled to deduct from the Deposit any sum for which the Hirer becomes liable pursuant to these Terms and Conditions. Examples of situations where deductions are likely to be made from the Deposit include where the Premises or any fittings or furniture have been damaged by the Hirer or its guests or where the Premises require cleaning as a result of the Hirer's activity. Where any sum due to SYPP as a result of Hirer's breach of the Hire Agreement or these Terms and Conditions exceeds the amount of the Deposit, the balance shall be payable by the Hirer as a debt. Any part of the Deposit which is not applied as set out in this clause will be returned to the Hirer.

5. HIRER CANCELLATION OF BOOKINGS

- a) Where the Hirer wishes to cancel a booking for the hire of any Hired Facility, the Hirer must notify SYPP in writing at least seven (7) days prior to the start of the Hire Period.
- b) Where the Hirer gives seven (7) or more days' prior written notice of its wish to cancel a booking, the Hire Fees paid in respect of the cancelled booking will be refunded less any deductions which SYPP may be entitled to make pursuant to these Terms and Conditions. The Deposit will not be returned to the Hirer.
- c) Where the Hirer gives less than seven (7) days' prior notice of its wish to cancel a booking (or if the Hirer is a "no show"), the Hire Fees will not be refunded.
- d) In the unlikely event that SYPP wishes to cancel a booking, the cancellation will be dealt with under clause 6 (Refusal to Grant Hire & Cancellation).

6. REFUSAL TO GRANT HIRE & CANCELLATION

- a) SYPP shall have sole discretion to refuse for whatever reason any Booking.
- b) Notwithstanding that the requirements of clause 2 may have been satisfied, SYPP shall be entitled to cancel the Hire Agreement at any time:
 - i) with immediate effect if the Hirer commits a breach of the Hire Agreement or these Terms and Conditions and fails to rectify this breach within a reasonable period specified by SYPP;
 - ii) with immediate effect in any situation where cancellation is provided for elsewhere in the Hire Agreement or these Terms and Conditions; or
 - iii) with immediate effect for convenience whether with or without cause.
- c) If the Hirer is in breach of the Hire Agreement or these Terms and Conditions at the time of cancellation or if the cancellation is made pursuant to clause 6(b)(ii), the Hire Fees and Deposit shall be forfeited. If Hirer is not in breach of the Hire Agreement or these Terms and Conditions, SYPP will reimburse in full the Hire Fees and the Deposit paid by the Hirer.

7. USE OF FACILITY

- a) The Hirer and its guests will only use the Hired Facilities for the Purpose and in accordance with these Terms and Conditions.
- b) The Hirer shall not use the Hired Facilities earlier than the start dates and times stated in the Hire Agreement nor finish later than the finish dates and times stated in the Hire Agreement. Evening events/functions must finish (and the Premises must be vacated by attendees) by **10 pm** and the Premises must be cleared by **10.30 pm**. Failure to comply will result in the Deposit being forfeited. Arrangements for closing and cleaning the Hired Facilities after use should be discussed with the SYPP Contact.
- c) The Hire Period must include time for setup before and clear-up after the event. SYPP may book events back to back. Inconvenience caused to other users of SYPP's Premises due to the over-running of the Hire Period will result in the Deposit being forfeited.
- d) When using and vacating the Hired Facilities, the Hirer must give every consideration to the residents who live nearby and members of the public. **Noise must be kept to a minimum and antisocial behaviour is not acceptable**. Failure to control the noise level may result in early termination of the Hire Period and retention of the full Hire Fees and Deposit.
- e) Where guide dogs are used, the Hirer must ensure that they are kept on leads at all times and that any guide dog is an official, authorised guide dog.
- f) With the exception of clause 6(e) above, the Hirer shall not permit any animals to be brought into the Premises without prior consent.

- g) The Hirer must park all vehicles in a considerate and appropriate manner, and in accordance with local parking regulations.
- h) No chewing gum is allowed anywhere on the Premises.
- i) All pushchairs should be left in the designated area under the stairs on the ground floor.
- j) Food should only be served and eaten in the kitchen and halls.
- k) The Premises may not be used for the sale of any goods or items without the consent of SYPP.
- l) A staff member or representative of SYPP can enter any part of the Premises at any time and stop any activity which in their sole discretion is not acceptable, or following any complaints from residents or other users of the Facility.
- m) The Hirer is obliged to ensure that any equipment or furniture not catered for in the Hire Agreement is provided and subsequently removed by the Hirer at no cost to SYPP.
- n) The Hirer and its guests must comply with the Playground Rules listed in Schedule 2.

8. LIABILITY AND INSURANCE

- a) The Hirer shall indemnify SYPP against all actions, proceedings, claims and demands and any direct or indirect or consequential loss suffered by SYPP which results from any act, default or negligence of the Hirer, the Hirer's guests or anyone acting on the Hirer's behalf.
- b) Where the Hirer is an incorporated or commercial organisation, the Hirer must effect and throughout the duration of the Hire Agreement keep in force a policy of insurance with a reputable insurance company, incorporating the standard conditions and exemptions of the insurance company, to cover all claims which may arise from the exercise of the Hirer's use of the Hired Facilities and all losses in respect of which an indemnity is given under clause 8(a), and must make available to SYPP on reasonable demand a copy of the policy or a summary of its terms and a copy of the current premium receipt.
- c) Any fines or costs incurred as a result of breaching any of these Terms and Conditions will be the responsibility of the Hirer.

9. EXCLUSION OF LIABILITY

- a) SYPP will not be liable to the Hirer for any loss of profits, revenue, business, goodwill, indirect or consequential loss or damage to the Hirer arising from the cancellation of the hire or any loss, damage or destruction howsoever caused to the Hirer or its attendees or to its or their belongings, goods and equipment of whatsoever nature used at the Premises including the loss of any data which may be stored in the Hirer's equipment.
- b) Any loss, damage or injury that occurs on the Premises shall be reported to the SYPP Contact immediately.

10. CHILD PROTECTION AND SAFEGUARDING

- a) The Hirer acknowledges there may be activities run for children, young persons or vulnerable persons during the Hire Period and will comply with all requirements SYPP may have in safeguarding these children, young adults or vulnerable persons.
- b) Where the Hirer organises events with children and young people who are not accompanied by their parents or guardians, the Hirer must comply with the SYPP Safeguarding Policy and all statutory requirements for safeguarding and must maintain its own safeguarding policy and guidance in accordance with the law (including the Safeguarding Vulnerable Groups Act 2006).
- c) It is the Hirer's responsibility to ensure that any adult working with children or vulnerable adults has a current and satisfactory DBS certificate in place. The Hirer must produce evidence of this to SYPP on request and the Hirer undertakes there will always be a person with a valid DBS certificate in charge when working with children, young adults or vulnerable persons.

- d) Where the Hirer suspects a child, young person or vulnerable person at the Facility during the Hire Period is or may be at risk of suffering, or likely to suffer, significant harm, physical abuse or physical harm the Hirer will immediately inform the SYPP Contact and use its best endeavours to cooperate fully with SYPP in reporting this to the relevant authorities including the police.

11. EQUAL OPPORTUNITIES POLICY

SYPP operates an equal opportunities policy. The Facility is available for the use of everyone regardless of race, colour, religion, ethnic origin, disability or sexuality and the Hirer shall comply with this policy. The Hirer shall comply with the SYPP Safeguarding Policy.

12. ACTS AND REGULATIONS

The Hirer shall comply with all applicable laws and regulations, together with all applicable national safeguarding guidelines and codes of practice.

13. FIRE SAFETY REGULATIONS/EVACUATION PLAN

- a) The Hirer is responsible for ensuring the safety of guests attending their events/functions and the implementation of the fire safety procedure set out below.
- b) The Building Fire Safety Regulations 2008 must be enforced. As a minimum, the Hirer must:
 - i) Ensure it and its guests read and abide by the emergency evacuation plan located on the wall within the Premises;
 - ii) Know the location of all fire exits in the Premises and be capable of directing guests to these fire exits as required;
 - iii) Know the location of prescribed fire safety installations/equipment provided in the Premises (instructions for use are detailed on all fire extinguishers) and only use these for their intended purpose;
 - iv) Ensure doors to evacuation routes are not locked and can be opened;
 - v) Check that there are clear paths of evacuation from all occupied areas in the Premises at all times. Fire safety exits must be left unimpeded at all times; do not park vehicles or leave boxes or other items outside the fire exit door;
 - vi) Ensure that occupants of the building can exit directly into open space or another place of safety;
 - vii) Ensure he/she is fully aware of any mobility restrictions and other relevant characteristics of the persons attending;
 - viii) Ensure he/she is aware of and suitably manages the flammability of any item, utensil or piece of equipment introduced into the Premises by the Hirer;
 - ix) If required, alert and communicate with all persons in the Premises as to any fire/emergency and sound an alarm (verbally) to evacuate. Contact emergency services and the SYPP Contact immediately or, if unable to do so, instruct another person to contact them;
 - x) Direct the evacuation of all persons from the Premises and assist any persons with special needs to a designated outdoor assembly area (depending on wind direction, assemble all persons a safe distance from the fire);
 - xi) Check whether all persons have been evacuated from the Premises and know the number and, if possible, the identity of any persons not accounted for; and
 - xii) Meet the fire officers attending the Premises in response to the fire/emergency.

14. PREMISES CAPACITY

The number of people attending the Premises must not exceed the expected number of attendees stated in the Hire Agreement. In addition, the maximum capacity of 150 people inside the Premises and 50 people in the adventure playground (total capacity of 200 people) must not be exceeded, unless prior permission has been granted by the local fire service.

15. SAFETY

- a) The Hirer shall ensure that all its guests are familiar with the emergency plan and the systems the Hirer has established for contacting emergency services.
- b) The Hirer shall ensure that the emergency lighting, including exit signs and routes, remains turned on for the entire duration of the Hire Period.
- c) A first aid kit is available in the reception area by the main entrance to the Premises; however, the Hirer shall provide adequate first-aid facilities, having particular regard to the nature of the activities that are planned and the expected number of attendees. The Hirer must record any accidents or incidents during the Hire Period in the accident book held in the office and immediately inform the SYPP Contact of the incident.
- d) SYPP encourages Hirers to use plastic tableware and bottles, and aluminium cans, to minimise the risk of broken glass.
- e) All appliances are to be turned off after use.
- f) Children must be kept out of the kitchen unless being closely supervised by an adult.

16. PERMISSION TO OCCUPY

- a) The Hirer shall only be entitled to use the particular part or parts of the Premises stated in the Hire Agreement. SYPP reserves the right to let or use any other portions of the Premises for any other purpose at the same time.
- b) The right conferred on the Hirer shall be a permission to occupy and shall not be construed as a tenancy nor create a relationship of landlord and tenant. Nothing contained in these Terms and Conditions shall confer on a Hirer the right to exclusive possession of the Premises, and SYPP may at its discretion allow other individuals and groups to have use of the Premises.
- c) The Hirer shall not, without the previous written consent of SYPP, underlet or part with the possession of the Premises or any part thereof to any other person. In the event of a breach of this condition, the Hirer and its guests will lose the right to use the Premises and the Hire Fees and Deposit will be immediately forfeited.

17. ASSIGNMENT

Hirers who are granted permission to use the Premises will not assign their right to use the Hired Facilities to any other person, organisation or body.

18. SUPERVISION & SECURITY

- a) The Hirer shall ensure that appropriate supervision and security arrangements are in place during the Hire Period to ensure that all attendees conduct themselves in a safe and responsible manner. In determining what level of supervision is appropriate, the Hirer must have particular regard to the nature of the activities that are planned, the expected number of attendees and the age and capacity of the persons involved. Before using the Premises, the Hirer shall, if requested by SYPP, disclose what supervision and security arrangements have been put in place. If the Hirer is unable to demonstrate that appropriate arrangements have been made, the use or hire of the Premises may be refused.
- b) The Hirer will use its best endeavours to remove unauthorised persons from the Premises and to notify the SYPP Contact immediately of any unauthorised occupation of the Premises.

- c) The Hirer (or its responsible representative, whose name must be given to SYPP administration team) must be present in the Premises at all times during the Hire Period.
- d) SYPP is a drug-free area and any illegal activity will be reported to the police.

19. CHARITIES, COMMUNITY GROUPS AND FRIENDS

Charities, community groups and SYPP Friends receive a discounted Hire Fee, as set out in Schedule 1. Proof of belonging to one of these organisations will be required in order to be eligible for the discounted Hire Fee. In particular, charities will need to provide a current charity registration number applicable to its organisations; community organisations will need to produce constitutional documents that show their organisations' work is aimed at benefitting the local community.

20. DAMAGE TO THE FACILITY

- a) The building, fittings and furniture shall not be scratched, broken or pierced by nails, tacks or screws, etc. No bluetack, sellotape, other fixings, treatment, alterations or additions shall be applied to the walls, floors, ceilings of the Premises or its fixtures and fittings in any way. Decorations must be attached by string or thread only.
- b) The Hirer shall be liable for all costs associated with rectifying damage to the Premises except for normal wear and tear.
- c) Where it is necessary for the Hirer to move furniture, it should be moved by carrying and not by dragging. Where provided, chair and table trolleys are to be used.
- d) The Hirer will not undertake any alteration or addition to the lighting or electrical heating systems at the Premises.
- e) Reporting of maintenance/breakdown issues: If a building fault or any repair or maintenance issues occur during the Hire Period (e.g., water, sewerage or electricity), the Hirer must contact the SYPP Contact immediately.

21. ELECTRICAL EQUIPMENT

- a) All electrical equipment brought to the Premises by the Hirer or its guests must be in good condition, comply with the Electricity at Work Regulations 1989 and have a current Electrical Safety Test Tag.
- b) SYPP shall not be liable for any claims and/or costs arising from the use of any equipment that does not comply with clause 21(a).

22. FOOD PREPARATION/CATERING

- a) The Hirer shall not bring any cooking equipment to the Premises (e.g., BBQs) without the prior written approval of SYPP. Where cooking equipment has been approved, it may only be used in the manner approved by SYPP.
- b) For the avoidance of doubt, the Hirer is responsible for:
 - i) All cooking equipment brought to the Premises;
 - ii) The safety and condition of such equipment, and the safe use of such equipment;
 - iii) Adhering to all relevant regulations, guidelines and health requirements pertaining to the preparation, storage and serving of food; and
 - iv) Ensuring that no damage is caused to the Premises by the use of cooking equipment or consumption of food.

Should the Hirer wish to utilise the Premises for the preparation of food for sale, the Hirer must first obtain all the approvals, licences and consents required by the Food Act 2006.

23. SMOKING

- a) No smoking is allowed on the Premises, including the outdoor area.
- b) Smoking is allowed outside the front of the building but must be done away from any open windows or doors.
- c) All cigarettes must be disposed of in a safe manner.

24. LIQUOR/ALCOHOL

- a) The sale or offer for sale of liquor on the Premises is not permitted.
- b) Alcohol may be consumed inside the building but not in any of the outside spaces.
- c) For safety reasons, those who have consumed any alcohol must not use the outside adventure playground facility.

25. STORAGE

- a) The Hirer shall not use the Premises for the storage of equipment or furniture unless such storage has been approved in writing by SYPP.
- b) Where the storage of goods or equipment has been agreed it shall be entirely at the Hirer's risk. SYPP will not be responsible for safeguarding any such items nor will it be liable for any theft of or damage to such items. It is recommended that the Hirer seeks its own insurance cover for any items that will be stored at the Premises.
- c) The Hirer must promptly remove all goods and equipment stored at the Premises immediately following the last booked use of the Premises. If the Hirer fails to remove such items, SYPP will be entitled to:
 - i) Provide a written notice to the Hirer requesting the removal of the items within a reasonable time (which shall not exceed seven (7) days from the date of the notice);
 - ii) If the Hirer fails to remove the items by the specified date, SYPP may dispose of the items as it sees fit; and
 - iii) SYPP may recover from the Hirer any costs it incurs in doing so.

26. PROHIBITED AREAS

Areas of the Premises that are locked or not available for hire are not to be entered or used in any way by the Hirer or its guests. SYPP may (acting reasonably) designate additional areas of the Premises as prohibited areas from time to time.

27. LOCKING UP

- a) SYPP's designated keyholder will be responsible for the opening and closing of SYPP for the Hirer and its group.
- b) Where the Hirer is to receive keys to the Premises, the Hirer must collect and return keys at times prearranged with the SYPP Contact. Keys must be returned promptly following the last booked use of the Premises. Keys will not be made available to short-term Hirers. Keys must not be copied or passed on to others. If the Hirer loses the keys, the Hirer will be charged the cost of replacing all relevant locks. Such costs shall be payable by the Hirer and may be deducted from the Deposit.
- c) The Hirer must ensure that all doors and windows are locked and secure prior to vacating the Premises and shall be liable for the cost of rectifying any damage, vandalism or theft which occurs due to any failure by the Hirer to comply with its obligations under this clause.

28. CLEANLINESS

Appropriate cleaning equipment will be provided by SYPP. The Hirer is responsible for leaving the Hired Facilities in a clean and tidy state, including but not limited to the following:

- a) All furniture must be neatly stacked and correctly stored.
- b) All rubbish must be removed and placed in the designated bins.
- c) The floors of the Hired Facilities must be left clean.
- d) All crockery and cutlery must be washed and dried after use and returned to the cupboards.
- e) The external areas of the Premises must be left in the same condition as prior to the Hire Period.
- f) All foodstuffs must be removed and the fridge wiped out.
- g) Cooking oils must be placed in sealed containers and removed from the Premises. Under no circumstances should oils be poured down sinks, drains or sewerage outlets.
- h) All cleaning equipment provided is to be returned to their respective areas.
- i) Mops need to be rinsed and water buckets emptied.

If the Hirer fails to comply with its obligations under this clause, SYPP shall be entitled to have the affected areas of the Premises professionally cleaned and/or for removal teams to remove any refuse. The costs incurred in doing so shall be recoverable from the Hirer and deductible from the Deposit. If the Hirer chooses to pay the Cleaning Charge described in Schedule 1 in accordance with clause 3 (Hire Fees and Charges), this clause 28 does not apply.

29. PUBLIC ANNOUNCEMENTS AND ADVERTISEMENTS

No poster shall be exhibited inside or outside the Premises and no handbill or other advertisement shall be distributed at or around the Premises without the prior permission of SYPP. No notice, sign, advertisement, scenery, fittings or decorations of any kind shall be erected on the building or attached or affixed to the walls, doors or any other portion of the building, fittings or furniture, without prior consent of SYPP or its representative.

30. DECORATIONS/FITTINGS

- a) The Hirer may not make alterations to the fixtures and fittings of the Premises.
- b) No property, decorations, electric lighting, naked lights, candles, sparklers of any kind or articles of similar nature shall be brought into the Premises without the prior consent of SYPP or its representative. Where such consent is given, all such articles and property together with any catering appliances or fittings shall be promptly removed by the Hirer at the end of the event/function.
- c) Confetti or the throwing of rice is not permitted in or around the Premises.
- d) Helium balloons are not permitted on the Premises due to the high fire risk they present.

31. SEATING

- a) The Hirer may, under supervision of the SYPP Contact, vary the arrangement of the seats in the Hired Facilities.
- b) Any seating that is moved or rearranged must be promptly returned to its original location in a clean and tidy condition after use.

32. POLICE

The Hirer shall, if directed by SYPP or its representative, arrange for police or other appropriate security to be in attendance at the event/function.

33. HIRE OF OUTDOOR ADVENTURE PLAYGROUND SPACE

- a) Where the Hirer intends to use outdoor adventure playground, the Hirer must take particular care to comply with its obligations under clauses 14 (Safety) and 17 (Supervision & Security).

- b) The SYPP Contact will (if requested) introduce the Hirer to the outdoor adventure playground and share SYPP's relevant risk assessment(s) (where these are available) with the Hirer prior to the Hirer's intended event/function. The Hirer acknowledges and agrees that any such introductions, demonstrations and/or risk assessments are provided to the Hirer for general information only and should not be relied upon or treated as complete or comprehensive assessments of the risks that may be relevant to the Hirer's intended use of the external adventure play area. Accordingly, the Hirer undertakes to carry out its own risk assessments for each activity that its guests and attendees will engage in using outdoor adventure playground equipment.

**Schedule 1
Hire Fees and Additional Charges**

Hourly rates			
Facility	Charity/Community group/SYPP Friend	Private/Commercial	Details
Ground Floor Hall	£25	£30	<ul style="list-style-type: none"> 72 square metres minimum hire of 2 hours
Ground Floor Hall & Kitchen	£35	£40	<ul style="list-style-type: none"> Hall adjoins fully fitted kitchen minimum hire of 2 hours
Kitchen only	£20	£25	<ul style="list-style-type: none"> Fully fitted kitchen minimum hire of 2 hours
First Floor Hall	£20	£25	<ul style="list-style-type: none"> 103 square metres, lift access minimum hire of 2 hours
IT Suite	£15	£20	<ul style="list-style-type: none"> 3.5m x 3.5m - Accommodates 8 people.
Art Room	£15	£20	<ul style="list-style-type: none"> 6m x 4m - Accommodates 12 people. Includes 2 sinks. Our art resources are not available for use
Whole Centre	£85	£100	<ul style="list-style-type: none"> Sundays only. Includes all rooms stated above plus toilets; minimum hire of 2 hours
Whole Centre plus adventure playground	£100	£120	<ul style="list-style-type: none"> Sundays only. Contact us to discuss your requirements.
Adventure playground plus ground floor rooms	£85	£100	<ul style="list-style-type: none"> Contact us to discuss your requirements.
Additional charges			
Caretaker Charge	£15	£15	<ul style="list-style-type: none"> On Sundays an additional £15 per hour will be charged for caretaker fees.
Cleaning Charge	£50	£50	<ul style="list-style-type: none"> This charge is not hourly. This is an optional charge to be paid if the Hirer chooses not to clean the Hired Facility after the Hire Period.

**Schedule 2
Playground Rules**

- Children must be supervised by an adult at all times while on the Premises and you are responsible for the supervision of the children in your care.
- The Premises are only suitable for children over the age of 5.
- All accidents must be reported promptly to a member of Somerville staff. All accidents will be recorded in a log book.
- Somerville will not be liable for any accidents or any direct or indirect loss, damage or injury that arises on the Premises (except death or personal injury caused by Somerville's negligence) and you waive all and any such claims against Somerville for yourself and for the children in your care.
- The Premises are frequently inspected for damage and other risks. Please report all accidents and damage to the SYPP Contact immediately.
- Please read the notice board at the entrance to the Premises and in the playground before using Somerville's facilities.