

Hire Charge Terms and Conditions

General Conditions of Letting

DEFINITIONS:

In these conditions of hire:

“The Hirer” means the person signing the contract for hire. Where an organisation is named in the contract that organisation shall also be considered the hirer and shall be jointly liable with the person who signed the contract.

“The Premises” means the building or part of the building booked and referred to in the contract

“The period of hire” means the date(s) and time(s) for hire referred to in the booking form, contract and other correspondence.

“The Authorised Officer” means the Harrow Carers Centre Manager or any person or persons nominated by him/her.

GENERAL CONDITIONS:

1. The hirer shall not use the premises, or permit the premises to be used for any other purpose other than for the purpose or purposes specified in the contract. The hirer will be responsible for the conduct and behaviour of all people attending their event.
2. The hirer shall take good care of, and shall not cause any damage or permit any damage to be done to the premises, or any part of the premises or the fixtures, fittings and equipment on the premises or to any part of the building of which the premises form part or any other building or structure within the curtilage of the building, and any damage caused or permitted by the hirer, his/her servants, agents, contractors or any other person resorting to the premises by reason of his/her hire of them shall be made good by Harrow Carers at the cost to the hirer and the hirer shall inform the Office Manager of any such damage as soon as practical and the hirer shall confirm it in writing within 24 hours of its discovery. The cost of such damage shall be certified by the Authorised Officer whose decision shall be final.
3.
 - 3.1. The hirer shall be liable for and shall indemnify Harrow Carers against all actions, proceedings, claims, damages, charges, costs, expenses whatsoever brought or made against Harrow Carers in respect of any damage, theft or loss of property, goods, articles or things placed, deposited, brought into or left upon the premises or other part of the building of which the premises forms a part either by the hirer for his use or by any other person using the premises by reason of his/her hire unless due to the negligence of Harrow Carers, their servants or agents.
 - 3.2. Harrow Carers shall not be liable for any loss due to any industrial action, breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restrictions or any other circumstances beyond its reasonable control, which may cause the premises or any part thereof to be temporarily closed or the hiring to be interrupted or cancelled, nor for any failure of the hirer to gain access to the premises unless due to negligence of Harrow Carers, their servants or agents.
4. The hirer shall be liable for, and shall indemnify Harrow Carers against all actions, proceedings, claims, damages, charges, costs expenses whatsoever brought or made against Harrow Carers in respect of any personal injury to or the death of any person arising out of or in the course of the hire of the premises by the hirer, unless due to negligence of Harrow Carers, their servants or agents.
5. The Authorised Officer or other employees of Harrow Carers can refuse the right of entry at any time during the hire period.
6. The hirer, employees, agents and contractors shall, during the period of hire and during such other times as they, or any of them shall be in the premises for the purpose of the hiring comply with all requirements of the Authorised Officer.

- 7.
- 7.1. The hirer shall, during the period of hire be responsible for:
 - a) the efficient supervision of the premises, including the orderly and safe admission and departure of persons to and from the premises and assisting the Authorised Officer in the orderly and safe clearance of the premises in case of emergency
 - b) keeping the premises safe and ensuring good order and decency is maintained
 - c) keeping the conditions imposed from time to time by the Fire Officer and ensuring that all doors giving exit from the premises shall be kept unlocked and unobstructed, and immediately available for exit during the whole time the premises are in use and no obstruction shall be place or allowed to remain in any corridor giving access to the premises
- 7.2. If you fail, in the opinion of the Authorised Officer, to comply with clause 7.1 he/she shall be permitted to suspend or terminate the function for which the immediate clearance of the premises may be required. Harrow Carers will not be liable for any damages arising from the termination or suspension unless arising directly from Harrow Carers's negligence
8. No animal, other than an assistance dog, may be brought on to the premises or into the building without the prior consent of the Authorised Officer.
9. The hirer and his servants, agents, contractors and others allowed on the premises by reason of its hire shall leave the premises by the expiry of the hire period. If they have not, the hirer will be required to pay Harrow Carers a surcharge amounting to the Harrow Carers's normal hire charge for the premises until the premises have been cleared.
10. No alterations or additions to the premises, the fixtures, fittings, scenery and/or equipment or the decorations at the premises shall be carried out.
11. No nails, or fixing or any kind shall be driven or put into any wall, floor, partition, pillar, ceiling, fitting or furniture of any kind.
12. The use of any equipment provided by Harrow Carers is at the risk of the hirer and Harrow Carers will accept no liability or responsibility for it unless any damage to it is due solely to the negligence of Harrow Carers or its employees.
13. The hirer shall be wholly liable and responsible for any loss or damage to the premises or any part of it or its fixtures or fittings or to any of Harrow Carers's equipment used by him/her or by persons permitted on the premises by reason of his/her hire.
14. No furniture or fittings or equipment shall be moved or removed by the hirer.
15. No bills, placards, posters or notices of any description shall be posted on or against any part of the exterior of the premises or inside the premises unless permission is granted from Harrow Carers and its authorising officer.
- 16.
- 16.1. The hirer shall not permit the use of any naked lights
- 16.2. The hirer shall not bring or permit to be brought onto the premises any weapons, explosives, inflammable material, fireworks or other pyrotechnics or permit the use of any naked lights / flames in any part of the premises.
- 16.3. The hirer shall not bring or permit to be brought onto the premises any electrical appliance or additional lighting effect without the prior written consent of the Authorised Officer, who may as a condition of his/her consent require that before any such electrical appliance and/or additional lighting effect is used it shall be inspected and approved by a competent electrical engineer nominated by Harrow Carers.
- 16.4. Illegal drugs may not be brought on to or consumed on these premises.

- 16.5. No alcohol is to be sold on the premises at any time.
17. The hirer shall not be entitled to grant sound, television broadcasting or filming rights without the prior written consent of the Authorised Officer.
18. Harrow Carers will, at their own expense, provide for the normal heating and normal lighting of the premises (but not further or otherwise), but shall not be responsible for any failure thereof or defect to the heating and/or lighting or loss or damage resulting therefrom unless due solely to their negligence or the negligence of their servants or agents.
19. All furniture, apparatus, appliances, equipment and other supplies brought or sent to the premises by or on behalf of the hirer shall be unloaded, placed in position and removed by the hirer at such time or times as the Authorised Officer may direct.
20. The hirer shall not assign or sub-let any interest in the premises or any part of it and shall not use the premises for any other purpose than that set out in the contract.
21. The hirer shall observe and comply with the terms, conditions, restrictions and requirements of any Act of Parliament, Statutory Instrument, Regulations or Licence under which the premises or any part therefore may be used, and shall not do or permit to be done, or permitted in or about the premises any act or thing whereby such Act of Parliament, Statutory Instrument, Regulations or Licence may be liable to be suspended or forfeited or the renewal or transfer thereof refused or endangered.
22. The hirer shall indemnify Harrow Carers and any person in whose name any Licence may be held on their behalf against any loss of revenue, benefits, damages, costs and expenses that may be incurred by them or him/her owing to the breach, non-observance or non-performance of any such terms and conditions and restrictions and requirements aforesaid.
23. **Cancellation, Long and one off lets:**
Long term lets require 28 days' notice of cancellation or be subject to 100% hire charge for the period. One of lets and rolling monthly lets 7 days' notice of cancellation or be subject to 100% hire charge for the period.
24. Harrow Carers may cancel the hiring at any time without stating a reason, and if so Harrow Carers shall refund to the hirer all monies paid by him/her to Harrow Carers, any monies payable for the period of the hire unpaid at the time of cancellation shall cease to be payable unless the cancellation is due to some act or default of the hirer provided always that Harrow Carers shall not be liable to pay any compensation to the hirer in respect of such cancellation.
- 25, **Rental hire increase**
Long term and rolling let's will be subject to a yearly (financial year) 3% increase in rental fee.
- 26, **Covid Guidance**
Government covid guidance must be followed by all who enter the premises at all times during the hire and use of premises.
All hirers will be responsible for keeping a register of attendees inclusive of: date, time of session and telephone contact number. Hirers will also be responsible for the cost and provision of hand gel and cleaning material where deemed necessary and in accordance with required covid H&S measures.
- 27, **Young Carers**
No let's will be permitted when our young carers are on the premises and using the centre.

- 28, **Reserve right**
Harrow carers reserves the right to let the grounds and building to others when hire of areas agreed may be taking place.
- 29, **Time of hire**
The centre will be available for lets between 9am with a 10pm closure. The last hourly let will take place from 9pm for one hr maximum.
- 30, All litter, rubbish on the day of hire / event is to be removed from site by the hirer. If not removed the hirer will be charged between £60 to £250 for its disposal and money deducted from the deposit. A further service can be provided to remove and dispose of all litter, rubbish at a cost of £60.00 to £250.00 pending size and type of hire/event and litter / rubbish to remove.
- 31, Any damage caused to the fields by vehicles entering on to the green spaces will require the hirer to pay a charge to have the damage repaired. The cost of repair will be pending the amount of damage caused. The deposit will not be returned, and the hirer charged for additional repair if the deposit does not cover the costs to bring back to a suitable condition.
- 32, The billiards table adjacent to the lounge area is only to be used by those 18 or over or with the supervision of an adult for those from 15 years of age to 18 years of age. The hirer will be liable for any damages caused and full repair costs will be deducted from the deposit. If the deposit does not cover the total repair cost the hirer is required to pay for the remaining cost of repair within a 14-day period.

Rental Agreement

This is a legally binding agreement. It is intended to promote household harmony by clarifying the expectations and responsibilities of the Authorised Officer and the hirer when they share the same home. All parties shall receive a copy of this document.	
Room Rental Located at:	
Parties:	
Authorised Officer	Hirer
Terms:	
Length of Agreement: One year (unless terminated prior)	
Monthly rolling basis with indicated hire days and hours: 7 working days	
One off hire: length of agreement is only for the date and time of indicated hire	
Rent:	
£Click or tap here to enter text.,	
payable monthly for long term hire, 7 Days in advance for one off lets on the Click or tap here to enter text. day of the month, made payable to Harrow Carers	
Deposits:	
One month's rent is expected in advance when the one-year agreement is signed. This may be used for the purpose of repairing damage for which the tenant is responsible (beyond normal wear and tear), cleaning, or paying unpaid rent or utilities. The Authorised Officer and the Hirer shall conduct a pre-move out inspection of	

the rental BEFORE the Hirer moves out at which time the Authorised Officer shall inform the Hirer of needed repairs. The Hirer shall have the right to make any repairs identified at the pre-move out inspection at his or her expense before the move out date without deduction from the one month's rent. Within three weeks after the Hirer moves out, the Authorised Officer shall return the deposit to the Hirer, if any, less any deductions the owner is entitled to under this agreement. If any deductions are made, the Authorised Officer shall provide the Hirer with a written itemised statement of expenses and receipts for cleaning or repairs for which deductions were made from the deposit.

Rolling monthly lets

One month's rent is expected in advance when the rolling agreement is signed. This equates to number of monthly sessions run at the hourly rate.

One off hire events

In the case of one-off hire events, full payment should be received within 7 days of the hire taking place. A **£250.00** deposit is required for half day and all day lets. All other lets will require a **£200** deposit to be paid. The deposit will be returned in full pending inspection of premises and minus any charge for damages or loss caused to the premises and its equipment.

Quiet Enjoyment:

Landlord covenants that on paying the rent and performing the covenants herein contained, the Hirer shall peacefully and quietly have, hold, and enjoy the premises for the agreed term.

Condition of the Premise:

Hirer stipulates that he has examined the premises, including the grounds and all of the buildings where appropriate and that they are, at the time of this lease, in good order, repair, and a safe, clean, hireable condition.

Notice:

Either party may, with 28 days written notice to the other party, terminate this Agreement (long term lets). In the case of one off hire events and monthly rolling lets 7 days' notice to be given by the hirer or a 100% charge will be incurred.

This Agreement is entered into [Click or tap here to enter text.](#)

Authorised Officer Name:	Authorised Officer Signature:	Date:
Hirer Name:	Hirer Signature:	Date:
Hirer address:		
Hirer telephone:		
Hirer email:		

ONE OFF HIRE RATE

Hall	Bar & Lounge	Kitchen	Toilet Facilities	Grounds	Parking	All day let, all facilities 9am to 10pm £850
			Included	Grounds only whole day 9am to 5pm	included	£450
Hall only whole day 9am to 5pm		Included	Included		Included	£160.00
	Bar and Lounge evening 5pm to 10.00pm		Included		Included	Tuesday to Thursday £250.00 Friday Saturday £300.00
	Bar and lounge day 9am to 4pm		Included		Included	£200.00
Hourly hall rental Monday to Friday 9am to 9pm			Included		Included	£25.00
Hourly Hall rate weekends Sat Sun			Included		Included	£40.00 Sat £40.00 Sun