Mount Wise Neighbourhood Centre can be hired for meetings, training courses and social functions on a regular and one-off arrangement.

All bookings are subject to the hire charges, booking and cancellation policy and consent to the terms and conditions contained within this hire agreement.

This agreement sets out the responsibilities, terms and conditions associated with the hire of

**Mount Wise Neighbourhood Centre, 75 Clowance Street, Devonport, Plymouth, PL1 4NH**

between

**Pembroke EMB Ltd, 102 Pembroke Street, Devonport, Plymouth, PL1 4JT (01752 607277)**

and

**The Hirer (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Organisation (if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

HIRE CHARGES:

The purpose of the function must be stated when booking. Pembroke EMB has the right to refuse a booking if the purpose or the Hirer does not reflect the values of Pembroke EMB.

All charges for hiring Mount Wise Neighbourhood Centre are as per agreed fee and include VAT at the applicable rate.

Failure for the Hirer to leave Mount Wise Neighbourhood Centre in a clean and tidy condition will result in an additional £10 being charged for the extra cleaning needed to be undertaken.

Regular/ongoing hirers will agree to pay monthly via invoice.

BOOKING POLICY:

Regular users have priority over one-off and private bookings.

Payment must be made in full before the hire date.

The hirer is responsible for ensuring the set of keys issued are held in a secure location and not issued to unauthorised users.

Where a set of keys is issued to the hirer, Pembroke EMB reserve the right to charge for the cost of having to change the locks in the event of loss of keys, which will be limited to the applicable insurance excess charge at the time a claim is made.

Access to the centre is only permitted during the agreed hire period unless otherwise agreed in advance.

Regular/ongoing bookings will be reviewed every six months or at a time of expressed concern/complaints.

CANCELLATION POLICY:

Bookings lasting one day or less, one weeks' notice is required.

Bookings lasting more than one day or for repeated/ongoing bookings four weeks' notice is required.

In cases of repeated/ongoing bookings, should Pembroke EMB receive three complaints pertaining to the particular Hirer and the function, Pembroke EMB reserves the right to issue notice of cancellation of the hire agreement.

**Hire Agreement between Pembroke EMB and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of Hire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The agreed period of hire is from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**between the hours of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the following designated intervals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The agreed hire fee is £\_\_\_\_\_\_\_\_\_ per hour including VAT.**

**Particulars of the Hire Agreement**

01. The person named as The Hirer in this agreement must be on the premises at all times during the period of hire, unless otherwise agreed in advance.

02. The Hirer agrees to indemnify Pembroke EMB for any loss, damage or personal injury arising from the activities undertaken during the period of hire.

03. The Hirer shall make appropriate arrangements to insure against any third party claims which may arise against them/their organisation whilst hiring Mount Wise Neighbourhood Centre.

04. The Hirer shall, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents from any damage, internally and externally (including grassed areas), and the appropriate behaviour and conduct of all persons and subsequently be held liable for any damage to the aforementioned areas, fabric and contents of the premises incurred during the period of hire. Any damage should be duly reported to Pembroke EMB.

05. The Hirer shall be responsible for ensuring that any licences or special permission required in connection with the activity for the booking, other than those already held by Pembroke EMB, are secured.

06. The Hirer shall not use for any unlawful purpose or in any unlawful way, nor do anything, or bring onto the premises anything which may endanger the premises, other users, or any insurance policies relating thereto.

07. The Hirer is NOT allowed to store items and resources at Mount Wise Neighbourhood Centre without prior permission of Pembroke EMB. Should permission be granted only items that would not cause personal injury or pose a threat to the safety of the building will be allowed. UNDER NO CIRCUMSTANCES WILL FLAMMABLE LIQUIDS OR BLADED ITEMS BE PERMITTED.

08. The Hirer shall ensure that the building is left secure at the end of the individual hire sessions.

09. The Hirer accepts responsibility for returning furniture and equipment to its original position and for ensuring that the heating, lighting and any other power related equipment is switched off.

10. The Hirer shall ensure that the premises, internally and externally, are left in a clean and tidy condition, which includes the removal of rubbish, and that the kitchen and toilet facilities are left in a clean and hygienic condition.

11. The Hirer shall ensure that any portable electrical appliance brought on to the site of Mount Wise Neighbourhood Centre has a current test certificate.

12. The Hirer shall not sub-let the premises to any other individual or group, without the express prior permission of Pembroke EMB.

13. The Hirer shall not allow ANY animals, except guide dogs, onto the premises of the Mount Wise Neighbourhood Centre.

14. Mount Wise Neighbourhood Centre is sited in a residential setting. The Hirer shall ensure that noise from Mount Wise Neighbourhood Centre will be kept to an appropriate level during the period of hire and will also ensure that noise disturbance is kept to a minimum when users leave the centre.

15. The Hirer shall ensure that the facilities are not used for a period longer than that declared on the booking form. When booking, hirers should allow time for preparation of the activity and clearing away after the activity, as further charges may be incurred for delays.

16. Should the Hirer make excessive use of services (electricity or water) during the period of hire, there will be an additional charge for the particular service.

17. Where a set of keys is issued to the hirer, Pembroke EMB reserve the right to charge for the cost of having to change the locks in the event of loss of keys, which will be limited to the applicable insurance excess charge at the time a claim is made.

18. The Hirer shall ensure that all fire exits must be kept clear and ready for use in an emergency. In the event of an emergency, the Hirer is responsible for evacuating the building as per the Mount Wise Neighbourhood Centre procedures displayed on the noticeboard.

19. The Hirer is NOT permitted to display notices without the consent of Pembroke EMB. If consent is given, notices can only be displayed in approved designated areas.

As the person named as the Hirer, I agree to the terms and conditions set out in this hire agreement.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_