

Hiring Terms and Conditions

It is agreed by both parties that the Hiring of the Marriotts Sports Centre Facilities is put in place to ensure the smooth running of the whole site. Both parties duly agree to abide by the provisions detailed below.

This agreement is made on **DATE**

Agreement between:

Marriotts Sports Centre, Telford Avenue, Stevenage, SG2 0AN

Contact details: 01438 315727

Hirer, address, contact details

1. Use of Premises

Description of use of premises

- Access (including rooms to be used or out of bounds)
- Security of premise (keys & alarms)
- Hours of usage (to include set up and Cleaning)
- Cleaning
- Equipment (including safety checks)
- Car Parking (specific arrangements)
- Food & Drink

Rates and Charges

- Hourly / Day rate
- Free of charge?
- What this does and doesn't include (see below)

LETTING TERMS AND CONDITIONS

2. Premises

- 2.1 Users of the premises must remember that the building is primarily intended for other use and much trouble and work will be saved if premises are treated with care and respect.
- 2.2 Documents and equipment should not be touched and furniture moved only when necessary and replaced in its original position unless otherwise directed.

- 2.3 The Hirer is to confine his/her activities to the accommodation hired and is not to use any other part of the building except as is necessary for access purposes.
- 2.4 At the end of the let it is the Hirer's responsibility to leave the accommodation in a satisfactory condition and to move the furniture back to its original position or to such a place as will facilitate cleaning. Failure to do this may result in an extra charge for the additional time spent cleaning.
- 2.5 Hirers must not use any equipment or rooms not covered in this agreement unless the request has been agreed to *in writing* at least 7 days in advance of the let.
- 2.6 The minimum letting period shall be
- 2.7 Consideration must be given to local residents with regard to noise and car parking

3. Financial Arrangements

- 3.1 Marriotts Sports Centre will set the charge within the following principle:
- 3.2 Lettings will include the cost of the Site Manager's attendance, heating & lighting, wear & tear and administration.
- 3.3 Payment will be due in full 2 weeks prior to the event to avoid cancellation
- 3.4 VAT will be charged as required, in accordance with VAT rules.
- 3.5 Hirers will be required to give a minimum of 24 hours notice for cancellation. After this no refund will be given.

4. Insurance

- 4.1 All hirers must provide an original insurance cover note, which demonstrates Public Liability Cover for a minimum of £5,000,000. This document must be sent to Marriotts before this agreement is signed.

5. Regulations

- 5.1 All persons hiring/using the premises will be expected to conform to relevant Health & Safety regulations and will be required to follow the instructions of the Site Manager, or his representative, at all times.
- 5.2 Smoking is strictly forbidden on site at any time.
- 5.3 A representative of the organisation utilising the premises must complete a risk assessment form for the activity to be carried out and return it to Marriotts. The risk assessment form must state the maximum number of people who will be on site.

6. Termination

- 6.1 The termination notice period for a single event will be 14 days. In the event of breach of agreement, Marriotts reserves the right to terminate the agreement with immediate effect.

7. Staffing

- 7.1 Where the premise is being used for a service that relates to contact with children the staff concerned (whether volunteers or paid workers) are subject to the policies of Hertfordshire County Council's Safeguarding Board and the legal rules and procedures defined by The Safeguarding Vulnerable Groups Act 2006 and any subsequent Acts pertinent to the service provided.
- 7.2 The qualifications of staff, management and volunteers shall meet the minimum legal requirements and suitable for the services to be delivered.
- 7.3 If the Service involves the care of children as defined by Ofsted Regulations, then the qualifications of staff and managers shall be subject to the National Childcare Standards currently prevailing.

8. Monitoring

- 8.1 Both parties under this Letting Agreement will meet on a regular basis to maintain a dialogue and communication channels to ensure that any problem or complaint is addressed at the appropriate level at the earliest opportunity.
- 8.2 The school shall be responsible for initiating formal procedures to deal with complaints that are of a serious nature utilising the schools existing disciplinary and grievance procedures.

9. Disputes

9.1 If a dispute arises between the parties of this Letting Agreement every effort will be made to achieve a local resolution. If unsuccessful, disputes should be referred progressively through senior levels of management.

10. Complaints Policy

10.1 The hirer must communicate its complaints procedure to all service users.

11. General Terms

11.1 Marriotts must be first consulted before the name of the building is used on any promotional/marketing/advertising material, related to the letting.

12. Signatures

We agreed to the terms and conditions above:

.....
Duty Manager
Marriotts Sports Centre
DATE

.....
NAME
Hirer
DATE