



Registered Charity No. 1168203
Jericho Community Centre, 33a Canal Street, Oxford OX2 6BQ
admin@jerichocentre.org.uk – www.jerichocentre.org.uk

Hire form for single event

The Jericho Community Association agrees to let:

Name _____

Address _____

Tel _____

Email _____

Use the following room/s in the Centre:

Cafe

Ground floor hall

First floor hall

on _____ from _____ to _____

The charge is £ _____

The deposit is £ _____

The Hirer agrees to the following terms and conditions:

1. The Hirer agrees to pay the room hire rate and deposit no less than 7 days prior to the day of hire agreed. The deposit will be refunded subject to paragraphs 2 and 6 below. Proof of address may be required.
2. The Hirer must vacate the building at the time specified above and ensure that the premises are reasonably clean and free of litter and refuse.

3. The Administrator will ensure that the premises are available 15 minutes before a booking.
4. The Hirer agrees to be considerate towards residents neighbouring the community centre and to avoid making excessive noise. External doors and windows should remain closed when the premises are being used for the performance or production of live or recorded music or where such music or any public address system is used in connection with any activity of the Hirer. Noise emanating from the community centre shall not exceed 40dB(A) as measured at 1 metre from any external facade of any habitable dwelling.
5. At all times, but particularly at the end of an event, special care must be taken not to cause disturbance outside the building, e.g. shouting goodbye or slamming car doors. Cars must leave quietly. The Association shall hire the services of a police officer if and when the need arises and any charges so incurred shall be the sole responsibility of the Hirer.
6. Any loss or damage to fixtures, fittings or property of the JCA must be reported to the Administrator as soon as reasonably possible. The hirer agrees to indemnify the JCA in respect of any such loss or damage (fair wear and tear excepted) and any such indemnity will not be limited to the deposit already paid.
7. The Hirer undertakes to make certain that no more than 30 persons shall be present at any time in the ground floor hall, or the first floor hall or the cafe Café.
8. Any food preparation carried out on the premises must be undertaken by a qualified person who has a Food Hygiene Certificate. 10. He or she must read and abide by the Jericho Community Centre Food Management System. This is posted on the cafe wall. Other copies may be obtained from the JCA website, at www.jerichocentre.org.uk.
9. No alcohol may be sold for consumption on or off the premises. Hirers may bring alcohol for an event, but they are not permitted to sell it.
10. The Hirer agrees to be bound by the JCA's policies on Children and Vulnerable Adults, Health and Safety, and Equal Opportunities. Copies of these policies can be found on the JCA website, at www.jerichocentre.org.uk and are available from the office on request.
11. The Hirer is responsible for checking that the premises are in a suitable condition prior to using them. The Hirer is solely responsible for the well being and safety of the users and occupiers of the premises hired out under the terms of this agreement and will indemnify JCA for all loss and damage and personal injury arising from and during use by the Hirer, however caused.
12. The signatory below shall be the person responsible for such indemnity provided for in paragraph 10 above, both in his/her personal capacity and on behalf of the organisation he/she represents.

13. If the Hirer or his/her invitees are found to be in serious breach of the terms of this agreement the JCA reserves the right to terminate the use of the room hired immediately.

14. The Hirer has the right to cancel this agreement on giving no less than 10 days notice to JCA and will receive a full refund of any monies paid.

15. In the event that JCA is unable to provide the room booked under this agreement all possible steps will be taken to provide an alternative room. If it is impossible to accommodate the Hirer, JCA reserve the right either to offer an alternative date, or cancel and refund all monies paid under this agreement. The Hirer acknowledges that the JCA will not be responsible for any losses, financial or otherwise which the Hirer may suffer as a result of cancellation in accordance with this clause.

I confirm that I have read and undertake to observe these terms and conditions of hire.

Signed

Position in organisation (if relevant)

Signed on behalf of the Jericho Community Association

Name _____

Position _____

Date _____