

Conditions of Hire Agreement

Application & Fees

1. The signatory of the application shall be the hirer. Where an organisation is named, it shall jointly be liable with the signatory.
2. The fee payable shall be calculated in accordance with the current room costs as published by YMCA Centres (South Molton) – trading name YMCA South Molton. YMCA Centres (South Molton) reserve the right to alter or revise the charges at any time.
3. The fee for occasional hiring shall be paid within two weeks prior to the hiring and shall be issued with a receipt. In the case of long term hiring, YMCA Centres (South Molton) reserves the right to use their discretion to permit periodic payment of hire charges.

Cancellation

1. YMCA Centres (South Molton) reserves the right to cancel, having good reason, at any time without notice to cancel or withdraw their permission for the hirer to occupy any part of the premises on any particular date. YMCA Centres (South Molton) shall not incur liability whatsoever to the hirer other than the return of their fee for that date.
2. If the hirer cancels the hiring of the premises then YMCA Centres (South Molton) are entitled to retain or demand full payment of the fee if notice is received less than seven days prior to the hiring date.

Furniture & Equipment

1. The hirer has the use of tables, chairs and equipment arranged at time of booking only and within the room they have hired.
2. YMCA Centres (South Molton) requests that you do not use or move equipment from other areas of the centre without prior arrangement.
3. Furniture can be arranged as the hirer requires but must not block any fire exits. Furniture must be returned back to its original arrangement on completion of usage.
4. Any damage will be charged to the hirer.

Kitchen Facilities

1. Kitchen facilities, if booked and used, must be cleaned and tidied to the standard they were found in at the commencement of the hiring. If this is not the case additional cleaning charges may be incurred.
2. Any damages will be charged to the hirer.
3. The dishwasher is available for use by prior agreement.

Health, Safety and conditions of Premises

1. The hirer shall be responsible for ensuring all of the following;
 - Maximum attendance capacity levels are not exceeded.
 - No smoking on the premises during length of the hire period
 - Fire exits and doorways are not obstructed
 - Appropriate no. of adults available to supervise young people & children
 - Aware of location of fire exits and extinguishers
 - Provide own suitable First Aid equipment
 - Comply with the Food Safety Act & Regulations
 - Have access to a mobile telephone in case of emergency

2. The hirer at the end of the hiring be responsible for:
 - Ensuring that the hired premises are vacated promptly and quietly
 - Ensuring that the hired premises are left in a safe and secure condition and in a clean and tidy state as found prior to hire
 - Ensuring lights and electrical equipment used are switched off at source
 - Removing rubbish and recycling off site as the premises does not have enough storage to accommodate extra waste
 - No tacks, nails, screws, blue tack, sellotape or other like objects shall be used in any part of the hired premises other than agreed space on notice boards
 - No alterations or additions to electrical installations either permanent or temporary on the hired premises made without prior written consent from YMCA Centres (South Molton) management
 - Electrical apparatus must be switched off after use and plugs removed from sockets

Licenses

1. The hirer must arrange their own licence if they wish to run a bar.
2. The premises do not hold an entertainment licence and does not permit this type of activity. However due to the nature of YMCA Centres (South Molton) there are some exemptions for live and recorded music, please discuss your needs with a member of staff prior to booking.
3. The premises do not hold a gaming and gambling licence and does not permit this type of activity whatsoever.

Advertising

1. YMCA Centres will gladly display a poster on internal notice boards and assist in advertising your group or service through its websites. YMCA Centres (South Molton) will also, with agreement from staff, allow a small amount of leaflets to be displayed in the leaflet holders.

General

1. There shall be no sub-letting of the hired premises, anyone found to be sub-letting will be barred from using the premises and forfeit their fee.
2. Members of YMCA Centres (South Molton) staff have the right to enter the premises during any hiring period.