

Thurrock Adult Community College

Terms and conditions of hiring

1. The person who signs this form shall be designated the Hirer and therefore shall be responsible for the payment of the charges and fulfilment of the Terms and Conditions. (Hirer must be over 18).
2. The Hirer shall provide a current copy of their Public Liability Insurance schedule for a minimum of £2m before permission is given by the Principal for hiring.
3. The College reserves the right to enter the premises on production of identification.
4. The College reserves the right to refuse any application.
5. Rooms other than those specifically hired are not available for use. Other rooms shall not be used except with the approval of the Principal.
6. Electrical equipment provided by the Hirer must have a current Portable Appliance Test Certificate.
7. The Hirer must make suitable arrangements for first aid.
8. The Hirer must keep a register during their letting for use in an emergency situation.
9. The College requires that a caretaker be on duty during all periods of college opening.
10. The College reserves the right to cancel any hiring giving two months' notice where the College considers it necessary to do so should the needs of the College curriculum deem it necessary to do so.
11. The right is reserved to cancel any hiring (without notice) where the College consider it necessary to do so in consequence of any outbreak of infectious disease, civil emergency or for any other reason outside their control. In such event, no charges will be made to the hirer, but the College shall not be held liable or pay compensation as a result of cancellation.
12. The College will not be responsible for any loss or damage suffered by the Hirer when it is not possible to use the premises by reason of accident, force, strike, lockout or other like cause, or by failure of heating lighting or electrical appliances or facilities.
13. The Hirer is responsible for the preservation of good order during the hiring and for any loss or damage suffered to the college or premises and property arising out of the hiring during this time, whether by persons attending the premises or by vehicles or otherwise, and agrees to pay the cost of re-instatement or repair as certified by the College.
14. The Hirer shall indemnify the college and council in respect of all actions, costs, claims, damages, penalties and expenses in any way connected to the hiring or any accident loss or theft of or damage to property, or injury to any person which may be sustained or suffered in consequence of hiring.
15. No nails, tacks, screws, Blu Tack or other fixing shall be driven into any walls, floors, ceilings, furniture or fittings except for notice boards. No alterations are to be made to the fabric of the building, fixed plant, electrical equipment, ICT, alarm and access systems.

16. Intoxicating liquor shall not be sold or re-sold on the premises. No person shall give any exhibition, demonstration or performance of hypnotism in connection with any entertainment, nor use the premises for gaming purposes.
17. The Hirer shall not, during occupancy of the premises infringe any copyright or performing right and hereby indemnifies the Council against all claims which the Council may have to pay for infringement of copyright or performing rights occurring during the period of hire.
18. It is the responsibility of the Hirer to ensure that the accommodation is left clean and tidy after the function has taken place. No furniture should be removed without prior permission.
19. Cancellations must be notified no less than seven days before the date of hiring, after this 50% of the fees may be charged. All charges must be paid within 30 days from the date of invoice.

Declaration

I, on behalf of _____, hereby apply for the use of the accommodation and facilities stated, and if my application is approved, I will comply with the Terms and Conditions as stated above. I will ensure payment is made for hiring as requested. I also understand that the price quoted on booking may be subject to change if booking made more than 12 months in advance.

Signature of Hirer: _____

Date signed: _____

Please return completed form to:

Thurrock Adult Community College, Richmond Road, Grays, RM17 6DN