

CLIFFORD AFC
Regd.CASC NUMBER 04554
HIRING Agreement

Please Complete the yellow cells:

Site Required:		Hours Required:	
Space Required:		Rental Fee:	
Date of Hire:		Refundable Deposit	
Time Entry Required:		Total Due	

Purpose Of Hire

We/I hereby agree to hire the above site on the dates, rates and on the terms and conditions of hire attached.

Name of Hirer (main contact on the day):	
Signed By Hirer:	
Date :	
Organisation (If Applicable):	

Please return the signed form to :

[Glenn Matthews](mailto:Glenn.Matthews@cliffordafc.co.uk) or email scanned signed form to CliffordBooking@hotmail.com

An invoice will be issued prior to the date of hire for the charges set out above

CONDITIONS OF HIRING

1. A booking deposit of 50% is required for private bookings when the initial booking is made, plus a refundable bond. The balance of the booking charge is due 4 weeks prior to the event.
2. The booking deposit will be refunded only if written cancellation is received at least 14 days before the booked date.
3. In the unlikely event that the hiring has to be cancelled by CLIFFORD AFC (thereafter known as CAFC) a full refund of the booking deposit will be made. However, CAFC cannot be held liable for any costs incurred by the hirer.
4. No smoking is permitted in any part of the building.
5. The maximum number of persons permitted to use the building or Community Park area at any one time is 120 inside, 300 outside
6. The building and Community Park area may not be used for any purpose other than that stated on the application form and may not be sub let.
7. The hirer shall repay CAFC the cost of re-instating or replacing any part of the building or Community Park or any property which has been damaged, destroyed, stolen, or removed during the period of hire.
8. Neither the CAFC or any member of CAFC shall have any liability for any loss or damage to any article brought into the premises, persons coming into the premises at the request or invitation of the hirer, or for the safety of any mechanical or electrical or electronic equipment brought into the premises which
9. The hirer shall not cause or permit any nuisance, annoyance or inconvenience to other persons.
10. The hirer shall be responsible for leaving the Building and Community Park area in a clean and tidy condition. ALL RUBBISH MUST BE REMOVED FROM THE SITE. Furniture and equipment should be returned to its original position, ensuring that no furniture is placed in front of heaters and that stacking chairs are stacked to a maximum of 5 high. All items used should be returned in a clean condition to the correct place. Any faults or damage should be reported immediately to the Booking Secretary.
11. No open fires, petrol, gas or spirit stoves or flammable items shall be brought into or used in any part of the building. Candles must be used in a responsible manner. Fireworks may only be used with the prior knowledge and consent of CAFC and the Wetherby Fire Station.
12. All children must be supervised by responsible adults. Every organisation involving children must have a child protection policy and procedures for their care and safety. Hiring involving children up to age 10 should have a minimum ratio of 1 to 8 responsible adults and a ratio of 1 to 10 for ages 11 to 18.
13. Hirers are advised to affect their own public liability insurance in connection with the hiring of the building and Community Park; however they will be covered for some situations by the CAFC public liability insurance.
14. The hirer shall be responsible for ensuring that all services and equipment are turned off prior to departure. Failure to do so will incur a charge of £25.
15. All doors must be locked and the keys returned to the booking secretary unless otherwise agreed.
16. If any accidents occur they must be noted in the Accident Book which is located in the First Aid cupboard in the room adjacent to the kitchen a copy must be given to the Booking Secretary. The Health and Safety Policy file is also in this cupboard.
17. Unless the hirer can show before the commencement of hiring that any part of the building or its contents, fixtures or fittings is damaged, such property shall be deemed to have been undamaged at the start of the period of hire.

18. Hirers and attendees should familiarise themselves with the building, the exit, extinguishers & fire blanket and know how to activate the alarm in case of fire, (only the powder extinguishers should be used on electrical fires), and have planned fire exit procedures. The muster point is 100 metre in front of the of the building) The hirer must ensure they are aware of the number of people present so that in the event of a fire you can account for everyone. It is advisable to carry a mobile phone. A specified person should be appointed to help disabled attendees evacuate the building.
19. All events must finish by 0100(midnight Sunday) and the Building cleared and emptied by 0130 (0030 Sunday). NO AMPLIFIED MUSIC/SOUND OUTSIDE AFTER 11-00PM. NO OUTDOOR ACTIVITY AFTER 11-30 PM. Or by prior arrangement.
20. It would be a breach of the Insurance if any drinking glasses or other glass receptacles are taken outside the building.

GENERAL INFORMATION

1. Heating is controlled by the thermostat at to the Left hand side of the toilet lobby door. Turn to required temperature. Remember to return to off after use. (unless otherwise advised at time of booking).
2. Additional toilet rolls and hand towels are in the ladies toilet on the shelf, bulk supplies are in the garage.
3. Bin liners, washing up sundries and cleaning equipment are kept in the cupboard under the sink.

Site	Area Required	First Hour	Hourly Rate Thereafter	Day Rate
Northways	Meeting Room Only	12	8	40
Northways	Meeting Room plus outside space	15	10	50
Rhodes Lane	Meeting Room Only	12	8	40
Rhodes Lane	Meeting Room plus outside space	15	10	50
Rhodes Lane	Full Building Only	20	15	70
Rhodes Lane	Full Building plus outside space	22	17	80