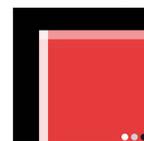


THE ENSIGN
AGREEMENT FOR HIRE OF FACILITIES

1. The Management Committee reserves the right to approve to whom the premises are let.
2. The hirer must be 21 years old or above. Proof of identity and address will be required. Any youth function must have adult supervision at all time.
3. The hirer cannot transfer the hiring to any third party.
4. The hirer must be present throughout the letting.
5. The use of premises for any function of a racist nature or for criminal or unlawful purpose is prohibited.
6. The Ensign reserves the right to withdraw permission for any letting at any time, if there is reason to believe that there is intent to breach or an actual breach of the above conditions.
7. The cancellation of a letting for this reason or due to any circumstances beyond our control, shall not entitle the hirer to make any claim Ensign, but any payments made in respect of the letting will be refunded after deducting any costs incurred by the hirer.
8. A deposit of £250 must be paid to secure booking (s). Bookings taken till 11:30pm, deposit will be held against any damages caused to the building, equipment (s), damage to floor, includes graffiti and leaving the premises unclean to a satisfactory standard. Subject to all conditions being met the deposit will be refunded seven working days after the date of function.
9. Deposit is a pre-condition to hiring and is separate from Hiring costs
10. If alcohol is sold than the hirer is responsible for obtaining a Justice's Licence. It is the hirer's responsibility to comply with all Licensing Laws including music and provide relevant document.
11. Ensign will only accept booking upon receipt of a completed signed Booking Form with deposit.
12. Hirer accepts full responsibility and is responsible for all damages, losses, claims and costs arising out of their use of the Premises.
13. Premises must be kept in the condition it was found in.
14. Additional hourly charge will apply for not exited the premises according to specified time on the Booking Form under 'Start and Finish time of event'
15. Set up and clearing up must be completed within booking hours to avoid incurring costs deducted from deposit payment.
16. Hirer clears and cleans using own materials within booking period to avoid incurring additional costs deducted from deposit payment.
17. Hirers will be responsible for Third party such as food suppliers, stage suppliers, service provider etc for any damages
18. The hirer is required to take all necessary precautions for the safety of those present, this includes all health and safety, fire hazards and safety procedures are in place. The management committee will take no responsibility of any injury to individuals during time of hire.
19. The management committee accept no responsibility or liability for the loss or damage to property of the hirer or any person attending the function, especially music equipment. Please make sure the music levels stay within the permitted safe zone found in the main hall, located above the fire exit.
20. Taking local residents into consideration, all people must vacate the building at 11:30pm. Failure to vacate the premises on time will be regarded as breach of contract and the deposit will be retained.
21. The Environmental Noise team can produce an order for breach of peace and a penalty order of up to £5,000 can be issued to the hirer on the night. The Ensign will not be held responsible for confiscated equipment by the noise pollution authority. The hirer will be liable for any prosecutions made by the noise pollution subjected by the authority. The hirer will be liable for any prosecutions made by the noise pollution authority in regards to noise.
22. The hirer is responsible and liable for all damage to the premises and contents, whether accidental or not. In the event of the hirer's deposit being insufficient to meet the cost of damages, Ensign will request the outstanding balance from the hirer.
23. Hirer to insure the booking/ function that covers personnel injury and for any damage to the property and copy of the insurance certificate to be submit 2 week before the booking date.
24. Cancellation: conditions apply as follows:
 - 24.1. Minimum cancellation administration cost 25% of hiring charge will apply.
 - 24.2. Less than 28 days cancellation notice attracts administration cost 50% of hiring charge will apply.
 - 24.3. Less than 14 days cancellation notice attracts administration cost 80% of hiring charge will apply.
 - 24.4. Administration charge will apply once the hirer (s) confirmed.
 - 24.5. Cancellations must be made in writing or via email to Ensign.
25. Ensign may cancel any hiring of the Premises or are rendered unfit or become unavailable due to unforeseen circumstances or are required for Ensign purposes or are required for use as a Polling Station for a Parliamentary or Local Government election or by-election and there shall be no Liability to the Hirer other than to refund any of the hiring fees including any deposit paid for the cancelled hiring.

I / We the undersigned acknowledge that I / we have read the Terms and agree to be bound by terms and conditions.

Name:	Date of function:
Address:	No. attending:
Function Type:	Hall (main/ small)
Email:	Tel:
Signed:	Date:
Start Time:	Finish Time:
Amount Paid:	Payment ref:



THE ENSIGN

"Hall Hiring Checklist"

The following points will be checked by the Member of Staff after each hiring

✓	Checklist Area (s)	Comments
	<p>Any cleaning required will be charge from the Deposit. Cleaning means; removing all waste, rubbish, decorations, food, drinks, blu-tack, tapes, tables, chairs etc. cleared and cleaned before leaving the premises and within booking time.</p>	
	<p>REMOVE DECORATIONS:</p> <ul style="list-style-type: none"> ➤ All Decorations to be removed. ➤ No Decorations is allowed on the heaters, doors and windows. 	
	<p>RUBBISH:</p> <ul style="list-style-type: none"> ➤ All rubbish to be emptied into the wheelie bins in the backyard. The wheelie bins lid to be left closed. 	
	<p>YARD/ GARDEN:</p> <ul style="list-style-type: none"> ➤ Remove all rubbish from the backyard. 	
	<p>FLOORS:</p> <ul style="list-style-type: none"> ➤ Sweep / clean the floors in all areas used Hall (s), Communal area, Hallways, Toilets & Kitchen. ➤ All spills, food, drink, chewing-gum and confetti should be removed from the floor. ➤ The mop, bucket and broom are outside in the cleaner's cupboard, and all equipment to be put back in its own place 	
	<p>KITCHEN:</p> <ul style="list-style-type: none"> ➤ The worktop, fridge, cooker, microwave, sink and floor should be left clean. ➤ Please take any left-over food or drinks home. 	
	<p>TABLES/CHAIRS:</p> <ul style="list-style-type: none"> ➤ All to be wiped clean with a damp cloth including removal any chewing-gum ➤ Chairs and tables should be safely stacked and put back in store room or as directed by premises manager/care-taker. 	
	<p>BATHROOMS:</p> <ul style="list-style-type: none"> ➤ Sink and toilet (s) to be clean and flushed. 	
	<p>BUILDING:</p> <ul style="list-style-type: none"> ➤ The building fabric and inventory will be checked for damage and any necessary repairs will be charged to the Hirer. 	

The Ensign Staff will meet you at the Hall at the end of your hire period unless otherwise arranged to verify the check list.

I agree to the Ensign "Hall Hiring Checklist" Conditions. I understand that my deposit will be deducted if I fail to meet the specific Conditions:

Name of Hirer (s):

Sign:

Date: