

## **STANDARD TERMS AND CONDITIONS FOR THE HIRE OF FACILITIES**

### *At the Indian Association Centre*

The Hirer *shall pay deposit at least 25% of the cost of his or her booking*. Such deposit shall normally only be refundable to the hirer in the event of the Indian Association canceling the booking.

**The hirer agrees to pay a fee of £100 as a bond** at the booking stage which will be fully refundable upon satisfactory hand over of the facilities at the end of the hire period.

The Hirer shall **pay the balance** of hiring charges **due before one week of the booking date**.

The Hirer shall, on making the booking, inform the Indian Association of his/her requirements and the use of the facilities for the same purpose as stated on the booking form. **If the facilities are misused, additional payment will have to be made upon final joint inspection.**

The Hirer shall, during the period of hiring, be responsible for supervision of the premises. Protection of the fabric and contents, safety from damage however slight, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway. **Only people with disability may park their vehicle at top of ramp.**

The Hirer shall be responsible for making insurance arrangements to insure against any third party claims, which may lie against him/her or the Indian Association whilst using these facilities. (The Indian Association is insured against any claims arising out of its own negligence.)

The **Hirer shall not Sub-Let** or use the premises for any unlawful purpose or bring anything to these premises, which may endanger the premises and its users.

The Hirer shall indemnify the Indian Association for the cost of any repair of any damage done during or as a result of a booking.

The Hirer shall be responsible to observe that **no one brings Alcohol or Non-Vegetarian food to the premises or anyone cooks such food** in the kitchen. **Onions and garlic are not to be used.**

The Hirer shall be responsible for the cleaning of the following areas:

- Utensils, Main Hall Entrance, Main Hall, Entire Kitchen and Toilets.
- The Hirer shall place ***all rubbish in the waste bins outside***, any ***overflowing rubbish must be removed offsite by the Hirer***
- Chairs must be stacked in designated area ***ten high*** and table cleaned, folded and stacked where found

- If carpets are *used they must be cleaned and rolled/placed* back in their original position by the Hirer.
- *All internal waste bins shall be emptied, cleaned* and placed back in their positions by the Hirer.
- *Any spillages and stains on any floors must be mopped up* prior to handing back.
- *Gas cookers and stoves must be thoroughly cleaned* and all *working surfaces in the kitchen must be cleaned and sanitized* prior to hand over by the Hirer. (please ensure none of the drains are blocked prior to hand over)

*All facilities must be handed over in the condition they were let otherwise **(the bond)** will not be fully and/or partially refunded* (to employ outside cleaners)

The Indian Association's Furniture which cannot be moved or it is immovable will remain in the place as they are. The Hirer *shall not remove, move or cause damage to this furniture / equipment.*

The Hirer shall comply with the Indian Association Food Preparation and Cooking Standard Procedures set out within the Indian Association's Health, Safety and Hygiene procedures.

If in any doubt, the Hirer should consult the Person Responsible for Letting the premises. *Operational Instructions for kitchen burners, hot water, disposing rubbish and using stage equipment must be read and followed.* PA System if hired shall be operated only by the volunteer nominated by the Indian Association.

The Hirer shall *Strictly Adhere to the booking times.* The Hirer can access premises earlier for cooking etc. but access to the general public will only be after 9:00am. and *all activities stopped and premises vacated by 10:00pm and no later.* The keys to the premises must be handed over to the designated person from the Indian Association upon final inspection.

**Note.**

Please respect the facilities that the Indian Association make available to you during your hire period. We thank you for your cooperation and would appreciate your comments on any facilities that require attention or further improvement to provide a better service. Please notify the responsible person / or any Committee member.

For and on behalf

**INDIAN ASSOCIATION OLDHAM.**