

## TERMS AND CONDITIONS OF HIRE FOR 'THE MEETING PLACE'

In these conditions and application for hire annexed hereto:

- (a) The expression 'The Meeting Place' refers to buildings under the control of Poyntzpass Community Regeneration Company Limited and shall include the building and all outside ground facilities used and occupied in connection herewith, together with the equipment fixtures and fittings belonging to the premises but this expression does not imply that the Hirer has the right to all such ground facilities of equipment but only those which may be allocated to him in accordance with the confirmation of booking.
  - (b) 'The Committee' means the Board of Poyntzpass Community Regeneration Company Limited.
1. The Committee hereby authorises the Hirer and all persons duly authorised by him to enter upon The Meeting Place or portion thereof so specified in the agreement for hire for the purpose and during the times indicated therein. The Committee reserves the right to refuse any application for hire and to refuse the entry of any person or persons to all or any part of The Meeting Place.
  2. The Hirer shall pay to the Committee the appropriate donation or donations set in the current scale.
  3. The Hirer undertakes:
    - (i) To accept responsibility for any breakages or damage which occurs whilst the property is being used by either the applicant, or any authorised representative of the user group.
    - (ii) To ensure that the premises are vacated by 12 midnight every night.
    - (iii) To manage and conduct the particular event or series of events the subject of the application for hire in such a manner and form so as not to injure the reputation of The Meeting Place or offend against any statute, statutory regulations or Bye-Laws concerning the management of The Meeting Place made by the Committee and not to do or permit to suffer to be done any act or thing which may in any way imperil any licence granted or any insurance effected in any respect of The Meeting Place.
    - (iv) To arrange and be responsible for the administration, organisation and running of the particular event or series of events the subject of such application for hire. In the event of specific help being given by the Committee by special arrangement in this regard no responsibility is acceptable to the Committee.
    - (v) Not to assign the benefit of the Agreement to Hire or any part thereof without the written consent of the Committee.
    - (vi) To pay the Committee on demand the cost of repairing or making good any damage to The Meeting Place (fair wear and tear excepted) arising out of or incidental to the hiring and the cost of replacing howsoever lost any item of equipment included in the hiring.
    - (vii) To be responsible for and to indemnify the Committee against any claims, actions, demands, costs and proceedings arising out of any or incidental to the hire of The Meeting Place and equipment or the carrying out by the Hirer of any of the terms of this Agreement or which would not have arisen but for the Hirer's use thereof.
    - (viii) Adequately to insure against any Third Party Employer's and Occupiers' liability on the terms of the foregoing clause and to produce such insurance policy to the Committee for inspection if so required.

- (ix) Not to do or permit to be done within the Meeting Place anything which may endanger the policies of insurance now in force or any substituted policies or which may cause any increased or extra premium to become due in respect of the property comprised in such policies.
- (x) Not to use The Meeting Place for the sale or consumption of intoxicating liquor or drugs for any other purpose except that specified on the application for hire.
4. The Hirer agrees that the premises will be vacated immediately at the end of the hire period and left in a reasonable state of cleanliness ensuring that:
- All tables and chairs are neatly stacked
  - All lights are turned off
  - All windows and doors are properly secured before leaving the premises
  - All rubbish, debris etc. is collected and put into the bin bags provided.
  - All sinks, toilets are free from obstruction
  - The floor is brushed
  - The floor is mopped if necessary
  - The Hirer checks out with the person appointed by the Committee.
5. The Hirer agrees that any breakages or damages to the property will be reported on the day/evening that they occur. The cost of replacement or repair will be charged to the Hirer and invoiced for the relevant amount.
6. The Committee reserves the right to cancel a Club/Organisation reservation period in the event of a facility the subject of the Agreement for Hire being required for a special event upon giving the Secretary of the Club/Organisation 7 days prior notice of its intentions so to do, such notice being to be sufficient if signed by the Committee or persons so authorised in that behalf.
7. In the case of an emergency the Committee reserves the right to cancel a reservation without notice. The Hirer must give to the Committee at least 4 working days prior notice verbally and confirm in writing of the cancellation of such reservation otherwise the Hirer will be liable to pay the full hiring charge for a reservation falling within the period of 4 days.
8. If the Hirer who has reserved the facility or facilities the subject of the Agreement for Hire over a period of time fails to pay any account so furnished in respect of any portion of that period of hire the Committee may terminate that Agreement for Hire forthwith by notice in writing to the Hirer but without prejudice to the exercise by the Committee of any of the rights on its part hereinbefore contained.
9. It is a condition of the hire of these premises that The Meeting Place will not be used for political or sectarian purposes.
10. The Hirer will ensure that the members of his club/organisation are made aware of the fire drill and the evacuation procedure in the event of fire/bomb or other emergency and that they comply with the same.
11. All of the above is subject to the discretion of the Poyntzpass Community Regeneration Company Limited.
12. The decision of the Committee is final.