



Hilltop Community Association (Canterbury)

Registered Charity No 1096781

The Hall is hired, and fees accepted according to the following terms and conditions of letting:-

- 1.0 The contract for the booking of the hall will be between Hilltop Community Association (Canterbury) {HCA}, and the person named on the booking form (the Hirer).
- 2.0 The Hirer will be the person fully responsible for the hall and booking.
- 3.0 It is a prime condition of the hire that the Hirer fully indemnifies HCA, its committee members and servants against all-risks. The total liability, of any kind, by HCA to the Hirer will under no circumstance be greater than the value of the relevant booking fee received. For the avoidance of doubt, there shall be no exceptions to this condition whatsoever.
- 4.0 All bookings are accepted on the understanding that the hirer adheres to the HCA Health and Safety policy (a copy of which is available upon request), takes full responsibility for all matters relating to the child protection legislation and fully complies with all issues relating to health and safety. This shall include the provision of adequate first aid equipment and a suitably appointed person.
- 5.0 HCA has arranged Public Liability Insurance cover for Hirers. Full details of this cover can be found at the following link: www.norrisandfisher.com/#!/hirers/cih77. A copy of this agreement can also be supplied upon request. Charges for this cover are included within the booking fees.
- 6.0 The total liability, of any kind, by HCA to the Hirer shall under no circumstance be greater than the value of the relevant booking fee received. For the avoidance of doubt, there shall be no exceptions to this condition whatsoever.
- 7.0 It shall be the responsibility of the Hirer to identify, arrange and obtain any licences, notices, or permissions that may apply in respect of the intended use of the hall, including payment of any charges that may be applicable.
- 8.0 Any hirers own equipment used in the hall must fully comply with all current safety requirements including but not limited to electrical equipment having up to date PAT test certificates etc.
- 9.0 The hall shall be left in a clean and tidy condition upon completion of hire. Any subsequent cleaning required by HCA will be charged to the Hirer at HCA's cost plus 20%.
- 10.0 All Invoices shall become due for payment upon submission, or by the date stated on the invoice, whichever is the latest.
- 11.0 There are certain times when the hall may become unavailable at short notice, e.g. General or Local Elections, essential maintenance works etc. HCA will notify the Hirer of the unavoidable cancellation of the booking as it becomes apparent, and monies already paid in respect of the booking will be returned.
- 12.0 Booking Fee conditions
 - i) Security Deposit due with booking request of £20.00.
 - ii) Deposit shall be refunded after 7 days following completion of hire providing no damages due.
 - iii) Booking deposit due with booking request of £10.00, which is non-refundable, except by condition 10.0 above
 - iv) Cancellation of booking charges.

0 – 48 hours	100% of booking charge
48 hours – 7 days	50% of booking charge
7 – 14 days	25% of booking charge
over 14 days	deposit only
- 13.0 The hall shall not be used for the plying of trade, or for any commercial use unless prior permission is obtained in writing from the HCA Executive Committee. Insurance cover noted in condition 5.0 above does NOT apply to commercial use and hirers must obtain their own adequate cover and agree by their use of the hall that they have fully indemnified HCA against any claim or costs arising howsoever caused as a consequence of the hirers booking and any use of the premises or grounds.
- 14.0 **NOTE:** HCA Offer the WiFi as a free service to all hall users. However, we do operate a fair usage policy. We ask that you respect this and do not use the service excessively (music or film/tv downloads etc.) The download rate is monitored and any excessive use over 0.5Gb per day on your booking will be charged to the hirer at a rate of £20.00 per GB or part thereof. By logging on and using this Wifi service you accept this policy.
- 15.0 No equipment shall be removed from the hall or its grounds.