



## HIRE OF THE LONGSHED

*Please read the conditions below before completing the booking form on pages 5-7*

### GENERAL CONDITIONS OF HIRE

#### Definitions

*The Space.* The space within The Longshed that is being hired

*The Longshed.* The building within which The Space being hired is located, in this case The Longshed Tide Mill Way Woodbridge

*The Hirer.* The individual and / or organisation hiring The Space

Woodbridge Riverside Trust (WRT). The organisation and its representatives responsible for The Longshed and hiring The Space

*All applications for the hire of The Space must be made in writing; stating exactly the purpose for which The Space required is to be used.*

**The applications must be sent to Woodbridge Riverside Trust, Tide Mill Way Woodbridge, IP12 1FP or by email to: [woodbridgeriversidetrust@gmail.com](mailto:woodbridgeriversidetrust@gmail.com)**

**1 Application** Woodbridge Riverside Trust reserves the right, either before or after acceptance of the letting, to call for further particulars of any booking. Should the further particulars requested not be provided to WRT by The Hirer, WRT reserves the right to terminate the letting pursuant to Clause 17 of these conditions.

**2 The Hirer** The Hirer is deemed to be the “responsible person” for any damage howsoever caused during the period of hire. This includes damage to furniture, fabric, fixtures and fittings. WRT will recharge any costs incurred for repairs direct to The Hirer in addition to the hire charge. Where a deposit has been paid, this will be used to contribute to such costs. The Hirer is responsible for the behaviour and conduct of all members of their group whilst at The Longshed until all members of the party have left the vicinity of the premises. This includes in particular ensuring that no member of their group encroaches areas of the ground floor workshop that are the cordoned off, storerooms or the office. The hirer will be responsible for any loss or damage to any tools or machinery or personal injury sustained through inappropriate actions or trespass into these areas.

The Hirer is responsible for obtaining any licenses required for an event and must provide the details of these licences to Woodbridge Riverside Trust. WRT reserves the right to refuse entrance to The Longshed to The Hirer and their group should this information not be so lodged. Where an organisation is promoting the event for which the application is made, that organisation must be named on the form and will be deemed ‘The Hirer’.



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Additionally, the person signing the application form will also be deemed 'The Hirer' but in any event, applications from persons under 18 years of age will not be accepted. Liability of the organisation and the person signing the form shall be joint and several.

**3 Lettings at Woodbridge Riverside Trust Discretion.** WRT shall have absolute discretion as to the letting of The Space.

**4 Purpose of User.** The Space shall not be used for any purpose other than stated on the form of application unless prior approval in writing of WRT has been obtained.

**5 Assigning or Sub-letting.** The Hirer shall not assign the right to The Space at the Longshed or affect any subletting.

### **6 Scale of Charges.**

- Per Whole day £100.
- Per half day £50.
- Per hour £15. Maximum period 2 hrs plus 1 hour for setting up taking down •
- Per evening £65. • A discount may be offered to charities and for regular bookings.
- Normal daytime hours are between 8.00 and 6.00, evenings are from 5.00 and 10.00.
- Half days, morning; 8.00 till 1.00, afternoon; 1.00 till 6.00

**7 Cancellation.** If The Hirer wishes to cancel a booking, they should do so verbally and confirm in writing by letter or email.

If the cancellation is made 30 calendar days or more before the booking date, The Hirer will be given a full refund of the room hire fee. If the cancellation is made less than 30 days before the booking date, The Hirer will be required to pay a % of the booking fee, based on the below scale:

Notice of cancellation given % of payment due

30 calendar days or more 0%

20-29 days 25%

10-19 days 50% 9 days or less 100%

Notice of cancellation is taken from the date WRT receive verbal notification of the cancellation.

### **8 Attendants.**

Where The Space is hired to which the general public are to be admitted, whether or not by payment, The Hirer shall be under a duty during the hiring for maintaining the various exits, good order and generally assuring the proper running of the events for which the space is hired. This shall include the control of moving the persons admitted while entering and leaving the building and to this end The Hirer shall provide adequate responsible adults. The number required will be decided by WRT on a case by case basis. The responsible adults

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shall be in attendance during the whole time that The Space is occupied by the general public and should have been properly instructed as to their duties by The Hirer.

**9 Preservation of Order.** The staff and agents of WRT reserve the right to enter The Space at all times and to terminate any hiring at any time if in their opinion the hiring is not being conducted in a proper manner. The staff and agents of WRT reserve the right to refuse admission to, or removal from, The Longshed any persons without stating any reason for such action.

**10 Amplified Music.** Amplified music shall be maintained at a level so as not to cause a nuisance either to the occupiers of adjoining residential property or other persons using The Longshed. WRT reserve to the right to determine what is an acceptable level for amplified music.

**11 Layout of Rooms.** It is The Hirer's responsibility to arrange furniture within The Space. WRT will make every effort to have the required furniture in The Space before the hire. The Hirer must ensure that the proposed arrangements of stalls, stands, decorations, gangways and any other matters relating thereto, are undertaken to the satisfaction of WRT. It shall be a condition of hiring that the decorations shall be of non-flammable materials.

**12 General Conditions.** All lettings of The Space shall be subject to the following general conditions:

- (a) Amplified music must cease at 10pm Monday to Friday, 7pm on Saturday and 5pm on Sunday
- (b) The Hirer shall not interfere with or alter any lighting or heating equipment, gangways, fixtures and fittings, furnishings or other arrangements at The Longshed
- (c) No decorations, plaques, emblems, banners, signs or posters shall be displayed inside or outside The Longshed without consent from WRT.
- (d) No obstructions of gangways or entrances shall be caused by The Hirer.
- (e) No nails, tacks, drawing pins, hooks, screws or bolts shall be driven into the walls, floors, doors or furniture or any other part of The Longshed.
- (f) Displays, photographs etc are permitted to be adhered to the perimeter white boards.
- (g) No objects containing flammable gas shall be sold or exhibited or used in connection with any hiring which will in any way unnecessarily increase the risk of fire.
- (h) WRT has approved a "no smoking" policy inside The Longshed.
- (i) The Hirer is only permitted to bring electrical equipment onto the premises that is covered by a valid Portable Appliance Test.
- (j) The Hirer must allow within the booking sufficient time to accommodate setting up and removal. Any time taken beyond the booked time will be charged pro-rata.

**13 Compliance with Conditions of Licences.** The Hirer shall not do anything whereby any of the conditions of any licences which may be held from time to time by WRT covering various



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uses of The Longshed shall be infringed. Copies of any such licences will be available for inspection at the Offices of Woodbridge Riverside Trust (WRT)

### **14 Damage to WRTs' and Third Person's Property.**

(a) The Hirer shall take good care of and shall not cause any damage or permit any damage to be done to The Longshed or any part thereof, or to any fittings, equipment or other property therein and shall make good and pay for any damage thereto, including damage caused by any act of neglect by himself or any of his servants or agents or any person using The Longshed by reason of the use of the hired premises by him.

(b) The term 'damage' in this clause shall include the loss of any article or anything belonging to Woodbridge Riverside Trust or its associated organisations.

(c) WRT shall be the sole judge of the extent of the damage and their decision upon issue of a certificate of the Longshed Manager as to the cost of repairing the damage shall be final.

(d) WRT reserve the right to recharge the cost of repairs of any damage to The Hirer or a third party who caused them.

**15 Responsibility for intruder alarm costs incurred by WRT.** If The Hirer causes the intruder alarm to be activated, they will be responsible for reimbursing WRT in respect of any resultant callout charges that are incurred.

**16 Responsibility for the Loss of the Property of the Hirer.** In no circumstances will WRT make good or accept responsibility for the loss, theft, or damage of goods or property (including motor vehicles) of The Hirer or other person left, or brought into The Space or left with any WRT employee or volunteer and The Hirer shall indemnify WRT against all actions, expenses, claims and demands arising out of, or in any way connected with, any such loss, damage or theft.

**17 Compliance with Conditions.** WRT reserve the right to terminate any hiring or series of hiring's in the event of The Hirer committing a breach or failure to observe or perform any of the aforesaid regulations and conditions.

**18 Failure of Lighting, Power and Heating.** No responsibility will be accepted or compensation paid by WRT in the event of loss or damage being suffered by The Hirer on account of a failure of lighting, power or heating and any other equipment in The Space which is beyond WRTs' control.

**19 Clashes with similar groups.** WRT has no responsibility to avoid clashes of similar style groups or organisations using The Longshed

**20 Variation of Conditions.** Except as provided by these conditions of letting any variations thereto shall be in writing signed on behalf of WRT by the Longshed Manager or Chairman

**21 Conduct of Hirers.** WRT staff and volunteers have the right to work in a safe environment and are here to help you. WRT will not tolerate violence, physical aggression or verbal abuse

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towards staff or volunteers by members of the public. If this happens WRT reserve the right to take further action against anyone acting inappropriately towards members of its staff.

**22 Regular hirers.** Regular hirers should sign to confirm their agreement to the terms and conditions at least once every twelve months.

### **23 Bookings**

- Bookings are to be confirmed on the attached form by post or email not later than 30 days prior to the event
- A deposit of £25 is payable in advance to cover any cleaning or clearing. (this deposit is refundable if the premises are left as found and all rubbish removed from site)
- All Charges must be paid in full on or before the day of the event unless otherwise agreed.
- Event organisers are responsible for setting up and removal of any specific furniture or equipment including the placement of tables and chairs.
- Event organisers must ensure that guests do not access any part of the Longshed that is cordoned off. The safety of guests remains the responsibility of the event organiser.
- Event organisers must provide any refreshments required for the event. The kitchenette is available for the preparation of hot drinks and setting out of foodstuffs, for washing up cutlery and or crockery supplied by the event organisers.

### **24. Actions in the event of emergency**

- In the event of an accident or fire dial 999 and ask for the appropriate service
- Event organisers must familiarise themselves with the evacuation procedures and to point these out to their guests at the start of the event.
- Fire doors must not be propped or wedged open for any reason It is a criminal offence to do so
- No materials or furniture are to be left or stored (even temporarily) in the safety lobby at the top of the rear escape staircase. This area is for wheelchair users in the event of fire. Users should remain in the lobby until emergency services personnel arrive to take them down the stair.



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### Booking form for Longshed Premises

#### Your details

Name of individual responsible for hire (in BLOCK capitals):

Organisation (if relevant):

Type of organisation (please fill in one):

Charitable and voluntary organisation \_\_\_\_\_

Charity Number \_\_\_\_\_

Commercial organisation \_\_\_\_\_

Statutory organisation \_\_\_\_\_

Individual \_\_\_\_\_

Address:

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

About your booking Space required:

\_\_\_\_\_

**What will you be using the space for?**

\_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING SECTIONS AFTER CHECKING AVAILABILITY WITH A MEMBER OF WRT STAFF:

**Dates and times:** Please provide a list below of dates and times that you wish to book the space for. For ongoing regular hirers, please enter a start and end date (up to a maximum of 12 months) during which this agreement applies to all of your bookings.

\_\_\_\_\_

\_\_\_\_\_

**Equipment and refreshments.** If you require any additional equipment such as flip chart, projector, PA system – or if you require refreshments – please speak to the Longshed manager who will advise you regarding availability and any additional charges.

\_\_\_\_\_

\_\_\_\_\_

**Public Liability Insurance.** WRT has public liability insurance in place which will provide cover in the event that an injury to someone or damage to property occurs for which WRT is deemed negligent.



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However, this insurance does not cover such situations where a party other than WRT is deemed negligent. Therefore it is advisable that you have public liability insurance in place.

Please provide details of your insurance below. Insurance company: \_\_\_\_\_  
Policy Number \_\_\_\_\_ Expiry date \_\_\_\_\_  
Limit of cover: \_\_\_\_\_

It is not a requirement of this booking that you have public liability insurance in place. However, it is important that you understand that WRT public liability insurance does not extend to cover your public liability.

I / we do not have public liability insurance in place and we understand that WRT public liability insurance does not extend to cover our public liability \_\_\_\_\_ (please tick if relevant)

### **Cost calculation (TO BE COMPLETED BY WRT STAFF)**

Element Rate / calculation Charge Room Hire:

Equipment:

Refreshments:

Discount (if applicable)

Total: £

Agreed additional terms of hire where relevant in addition to general terms and conditions. (TO BE COMPLETED BY WRT)

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***DECLARATION I have read and understood the Conditions of Use (including the cancellation fees) attached and agree to observe and be bound by them.***

Signature of hirer \_\_\_\_\_

Date \_\_\_\_\_

Position in organisation (if relevant)

\_\_\_\_\_

Payment Total amount due \_\_\_\_\_

Payment method (please tick): Cash \_\_\_\_\_ Cheque \_\_\_\_\_ Card \_\_\_\_\_ Bank transfer \_\_\_\_\_ (Please make cheques payable to Woodbridge Riverside Trust)

WRT Account Details; Sort Code 20-98-07 Acc. No 43120015

Total paid: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Woodbridge Riverside Trust Charity Number 1159510 Company Number 06743463

FOR OFFICE USE ONLY RECEIPT NUMBER: \_\_\_\_\_