

Space Hire Agreement 2023 - 2024

HIRER'S DETAILS	
Contact's Full Name (Hirer)	
Company name (If applicable)	
Address	
Telephone number	
Email address	
Purpose of hire	<input type="checkbox"/> Party – Aged 12 and below <input type="checkbox"/> Activity – Involving children aged 17 and below (give details) <input type="checkbox"/> Other (give details)
Details of hire:	

HIRE DETAILS	
Type	<input type="checkbox"/> Single Hire <input type="checkbox"/> Regular Hire
Room	<input type="checkbox"/> Hall Room Number(s):
Date or Day(s)	
Start time (including set up time)	
Finish time (including clear up time)	

PAYMENT DETAILS	
Rate per hour	
Number of hours per hire	
Single Hire Membership Fee - £5.00	
Total payment per hire	
Payment due (date or frequency)	
Payment type	<input type="checkbox"/> BACS <input type="checkbox"/> Card
<p>If I have ticked the box headed 'Gift Aid? ✓', I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the charity Bedford House Community Association Reg 1178692 to reclaim tax on the membership fee detailed above, and on any additional donations. I understand that if I pay less Income Tax or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given. <input type="checkbox"/></p>	

DEPOSIT DETAILS		
Amount of deposit payable	Single Hire (up to £150) £50 deposit <input type="checkbox"/> Single Hire (up to £151 - £200) £75 deposit <input type="checkbox"/> Single Hire (up to £201 - £300) £100 deposit <input type="checkbox"/>	Single Hire (over £300*) <input type="checkbox"/> Regular Hire (4 weeks deposit required) <input type="checkbox"/>
*All amounts over £300, the deposit will be negotiated with the Centre Manager.		
Date deposit received		
Payment type accepted	Card	All deposits are to be paid by card. This will ensure you receive your refund promptly, which may take upto 21 days.

CANCELLATION TERMS	
Cancellation period – unless otherwise noted in your hire contract	21 days
Cancellation fee – unless otherwise noted in your hire contract	£30.00

SPECIAL CONDITIONS	
Any special conditions	<input type="checkbox"/> No <input type="checkbox"/> Yes (Give details)
Details of special conditions:	

By signing this form, I confirm that I am the Hirer, the person responsible for the Hire, and that:

- I am a member of Bedford House Community Association (BHCA).
- I have read, understood and agree to the BHCA Terms and Conditions of Hire.
- I have received and read a copy of the General Fire Notice and Evacuation Plan and will abide by their instructions.
- The hire and use of the building and facilities will not compromise the published objects of the charity.
- I understand BHCA reserves the right to retain the deposit as a result of improper use of the premises, damage to the facilities or reputation of the charity as a result of the hire, and/or failure to abide by the terms of the agreement and conditions of hire, including hire timings.

Signed by Hirer	
Date signed by Hirer	
Signed by BHCA Office Staff	
Date signed by BHCA Office Staff	

Approval for regular hires only (Centre Manager / Trustee)	
Date approved	

RETURN OF DEPOSIT	
Date Deposit was refunded.	
Payment method used * All deposits are to be paid by card. This will ensure you will receive your refund promptly which may take upto 21 days	<input type="checkbox"/> Card
Signed by Hirer to Confirm Receipt of Refunded Deposit	
Signed by BHCA Office Staff (Single Hire) Centre Manager (Regular Hire)	

PUBLIC LIABILITY INSURANCE (PLI)	
PLI required for one off events / activities	<input type="checkbox"/> Yes
PLI annually renewable required for regular hirer	<input type="checkbox"/> yes
Copy of PLI received by Office	<input type="checkbox"/> Yes <input type="checkbox"/> No
Start and Expiry Date of Hirer's PLI	Start date: _____ Expiry date: _____

If you wish to engage a third party such as: Caterer, Entertainer, Sound system, Party organiser, Bouncy castle etc., please provide BHCA with a relevant and valid insurance as appropriate.

N.B: The reason hirers must have insurance is that, if anyone has an accident or claim they have had an accident during the hire, the hirer may be held liable. BHCA DOES NOT ACCEPT LIABILITY FOR HIRERS' EVENTS. Hirers must therefore, take out the relevant event insurance or regular activities insurance as appropriate.

If in doubt, check with your insurance company.

SAFEGUARDING POLICY & DBS POLICY	
A Safeguarding Policy is required for your activity if your activity involves children aged 17 and below or vulnerable adults and will take place more than once.	<input type="checkbox"/> Yes, A Safeguarding Policy is required and I attach a copy. <input type="checkbox"/> No, A Safeguarding Policy is not required
Date of Hirer's Safeguarding Policy	Date: _____ Review date: _____
If your Safeguarding Policy covers children aged 17 and below or vulnerable adults and your activity is regular (i.e. weekly) you are likely to need a DBS Policy and certificate.	<input type="checkbox"/> Yes, A DBS Policy and Certificate are required, and I attach copies <input type="checkbox"/> No, A DBS Policy and Certificate are not required.
Date of Hirer's DBS Policy	
Date of Hirer's DBS Certificate	
A Safeguarding Policy, DBS Policy and Certificate are not required if the activity is a one-off event such as a child's birthday party. However, we expect the Hirer to abide by the principle of Safeguarding of Children and Vulnerable Adults: <ul style="list-style-type: none"> • Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults to protect them from harm. Safeguarding means: <ul style="list-style-type: none"> • Protecting children and vulnerable adults from abuse and maltreatment • Preventing harm to children's and vulnerable adult's health or development • Ensuring children and vulnerable adults grow up with the provision of safe and effective care. • Taking action to enable all children, young people, and vulnerable adults to have the best outcomes. 	<input type="checkbox"/> Yes, I understand the principles of Safeguarding and agree to safeguard children and vulnerable adults in my care during the Hire period.
Office Use Only: Copy of Safeguarding Policy, DBS Policy and DBS Certificate have been received by the BHCA Office	Safeguarding Policy - Yes <input type="checkbox"/> No <input type="checkbox"/> DBS Policy - Yes <input type="checkbox"/> No <input type="checkbox"/> DBS Certificate - Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:

RISK ASSESSMENT DOCUMENT	
Written Risk Assessment of Activity provided	<input type="checkbox"/> Yes
Signed and dated on the following date	

ELECTRIC PORTABLE APPLIANCES TESTING – PAT TESTING	
Electrical Portable Appliances must not be brought onto site or used without prior consent by Centre Manager. If it is essential you need to bring and use an Electric Portable Appliance on site for your activity, it must hold a valid PAT Test certificate made out by a suitably qualified electrician. A copy of the certificate must be provided to the BHCA Office in advance of your hire.	<input type="checkbox"/> Yes, I need to bring an Electric Portable Appliance on site to be used during my activity. The appliance has a valid certificate. A PAT certificate is attached. <input type="checkbox"/> No, I do not need to bring an Electric Portable Appliance on site.
The PAT test certificate was issued on (Provide date)	

Additional Information Required

BHCA is a charity providing Adult Education, re-established in 2018 it has a history going back to 1946 and has been based at Bedford House in Buckhurst Hill since 1950. Bedford House is an independent and self-sustainable organisation that aims to provide courses and services at low cost to its members. Bedford House therefore relies on support from members by providing the information as requested below.

Member Demographics and Support

We would like to better support our members by tailored activities and to fundraise for member specific aids and courses. To do this we need to evidence certain membership demographics

Disability

Please tick the box if you consider yourself to have a disability or learning difficulty. Please contact the administration office in the first instance to discuss any specific requirements you may have. The office will then liaise with the tutor/s on the courses you have signed up for.	I consider myself to have a disability or learning difficulty (please tick):
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Age – Please tick the age band relevant to you as a hirer. We need to evidence that our members are adults, and specific age information is essential for fundraising purposes.

Age Band	Tick as relevant	Age Band	Tick as relevant
18 – 24 years		41 – 64 years	
25 – 40 years		65+ years	

Photographs - Occasionally we take photographs of activities to be used in our publicity materials.

By ticking the box I give permission for BHCA to use photographs of me for publicity purposes.	I consent to using photographs of me for publicity materials (please tick):
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How long have you known about BHCA?

I am new to the BHCA YES / NO or I have been a member of BHCA since approx. year _____

If you are a new BHCA member, how did you hear about us? (please tick)

How did you hear about BHCA	Tick as relevant	How did you hear about BHCA	Tick as relevant
Word of Mouth / Friend		Social Media	
Internet		Public Listing and which one	

Ethnicity – Please tick one option only

White: British	White: Irish	White: Gypsy or Irish Traveller	White: Other	
Mixed/Multiple Ethnic Group: White and Black Caribbean	Mixed/Multiple ethnic group: White and Black African	Mixed/Multiple ethnic group: White and Asian	Mixed/Multiple ethnic group: Other Mixed	I would rather not say.
Asian/Asian British: Indian	Asian/Asian British: Pakistani	Asian/Asian British: Bangladeshi	Asian/Asian British: Chinese	Asian/Asian British: Other Asian
Black/African/Caribbean/Black British: African	Black/African/Caribbean/Black British: Caribbean	Black/African/Caribbean/Black British: Other Black	Other Ethnic Group: Arab	Other ethnic group: Any Other Ethnic Group