



CONTRACT FOR HIRE OR USE OF *The Key*

Name of Organisation:	Address:
	Post Code:
Date of Hire Required:	Time & Duration of Hire:
Purpose of Hire:	No. of People to Attend (Max):
Contact Details:	Name of Authorised Representative:
Tel:	Tel:
Mobile:	Mobile:
E. Mail:	E. Mail:
Address for Correspondence/Invoices:	
Hire Required: (Please tick box)	Hire Fee:
Main Hall <input type="checkbox"/>	Deposit Paid: N/A
Northgate Room <input type="checkbox"/>	Invoice Posted:
Christchurch Room <input type="checkbox"/>	Date Full Amount Paid:
Quiet Room <input type="checkbox"/>	
Coffee Shop <input type="checkbox"/>	
Kitchen <input type="checkbox"/>	
<i>(Food Hygiene Certificate Required)</i>	
Use of Sound System <input type="checkbox"/>	
Use of Lighting Effects System <input type="checkbox"/>	
<i>I ACCEPT FULLY THE TERMS & CONDITIONS OF HIRE:</i>	
Signed:	Dated:
Please Make Cheques Payable to: BCCT THANKYOU – Registered Charity No: 1158979	



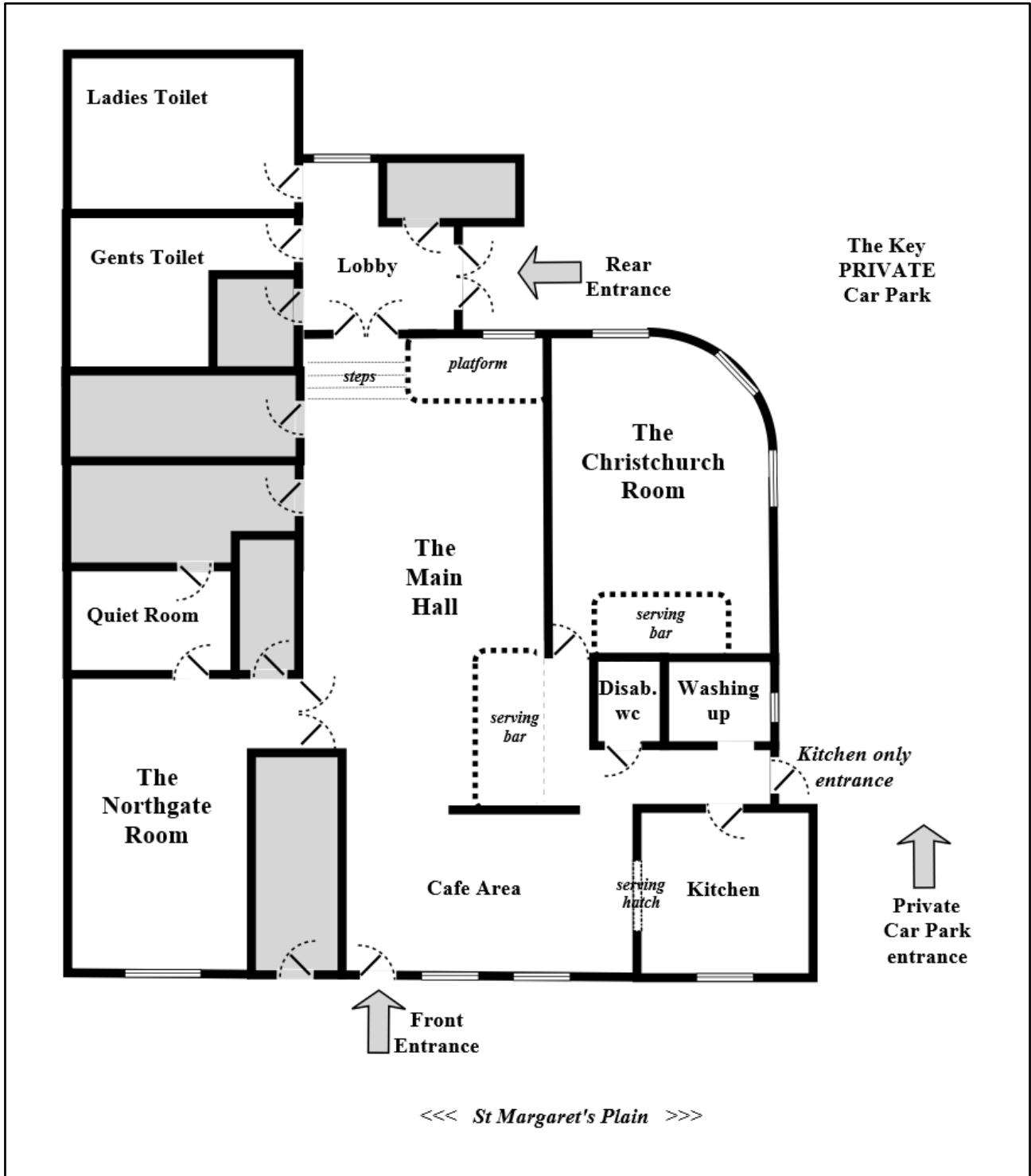
AGREEMENT FOR USE OF *The Key* TERMS AND CONDITIONS FOR HIRE

1. This agreement is between the Manager acting on behalf of the Managing Trustees of Bethesda Community Charitable Trust (hereinafter called BCCT) and the person signing to this document acting on behalf of the Hirer.
2. Requests for bookings shall be made in writing on the attached form and signed by a representative of the Hirer.
3. Hours of booking must allow for preparation time and cleaning up time after the event. Seating capacity for meals is 80 people; for other events, 120 people.
4. The deposit, of 50% of the Hire Fee MUST be paid when sending in the completed booking form.
5. The full hire charge must be paid at least 7 days before the event.
6. If the hire includes the use of the Kitchen the Hirer shall:
 - (a) ensure that a person holding the appropriate Food Hygiene Certificate is in attendance at all times and that the current Health, Safety and Hygiene Regulations are strictly observed.
 - (b) ensure that they visit the premises at least a week prior to the hire to be instructed in the use of the equipment, and to sign to the effect that they have received this instruction.
7. Under no circumstances is the Kitchen to be used without prior notice.
8. Smoking is not permitted on the premises or in the Car Park.
9. „The Key“ incorporates an alcohol-free bar which may be hired with a barman. On no account is alcohol allowed anywhere on the premises or in the Car Park.
10. The premises must be vacated by 10.30 pm. Please bear in mind noise levels, at all times, giving special regard to the flats over *The Key* which are occupied.
11. The Hirer shall have a duty before the event to become familiar with the fire precautions and action to be taken in the case of fire. It is the Hirer's responsibility to seek this information from the Manager and know the location of escape routes, fire alarm actuators and fire extinguishers. Should a fire occur the Hirer must
 - (1) Take action to ensure no life is endangered.
 - (2) Call the Fire Brigade
 - (3) Call one of *The Key* keyholders.
12. The premises shall only be used for the purpose and hours agreed at the time of booking.
13. The hirer confirms that nothing will be taught which would be contrary to the objects of BCCT.
14. The Hirer, must notify *The Key* of any damage or breakage, and agrees to indemnify BCCT against the cost of all repairs made necessary by the activities of the Hirer or their guests.
15. The Hirer shall leave the premises in a clean and tidy condition after each and every use.
16. The Hirer confirms that they are familiar with the Home Office Code of Practice "Safe from Harm", have an understanding of it and undertake to follow the said code of practice in relation to work with children and young people under the age of sixteen years.

February 2011



The Key FLOORPLAN



The Key, 15 St. Margaret's Plain, Ipswich, IP4 2BB - 01473 211585

July 2015