



Room Hire Policy

1 Introduction

- 1.1** The KHL Community Workshop warmly welcomes hirers and their guests. Please read through these terms and conditions and contact us if you have any queries.
- 1.2** The following terms are used in this document:
- KHL Community Workshop This is the name of our building
 - Hirer Person, company or organisation hiring the space/s
 - Workshop volunteer/ Responsible person: The person responsible for opening & closing the Workshop and making sure the space is ready for your session.
 - Woodwork shop Our woodwork shop is fully equipped for all carpentry projects. Use of this space requires an induction and additional training is required before use of some tools/machines
 - Art/Craft room This room offers space for many artistic, creative & social projects.
 - Kitchen/Lobby This is a social space with kitchen facilities.
 - Management Committee The volunteer and community led team who manage the workshop
- 1.3** The hirer is required to be at least 18 years of age.
- 1.4** Hiring of the hall to any organisation, group or individual is at the absolute discretion of the KHL Community Workshop Management Committee.
- 1.5** The Hirer (or any other person authorised in writing to the Management Committee by the Hirer) must be always present during the hire period.
- 1.6** The Hirer must always allow committee members reasonable access to the premises during the period of hire.

2 Facilities

- 2.1** The Woodwork shop can accommodate 8 people.
- 2.2** The Art/Craft space can accommodate 20 people.
- 2.3** The Kitchen/lobby can accommodate 8 people.
- 2.4** Space is limited but we have wheelchair and mobility access to the workshop, this includes a ramped entrance and extra wide automatic doors
- 2.5** There are gender neutral toilets available to the Hirer and their guests including an accessible toilet.
- 2.6** The kitchen/Lobby area is available for hirers & their guests. We have a hot water urn, fridge, microwave, toaster and washing up facilities available to use.
- 2.7** The Hirer must ensure the premises are inspected prior to a booking and that the facilities are suitable for their activities.

3 Bookings

- 3.1** Bookings can be made by sending an email to info@khlcommunityworkshop.org
- 3.2** KHL Community Workshop reserves the right to refuse any booking. This would include events or activities which the KHL Community Workshop considers:
- to be an inappropriate use of the space
 - may present a threat to public safety
 - likely to create a disturbance or inconvenience to the residents in the neighbourhood
 - to be in conflict with any of the KHL Community Workshops policies or its aims and objectives
 - may embroil the KHL Community Workshop in disrepute

3.3 The KHL Community Workshop is not required to provide any reasons for refusing bookings

3.4 Our booking options are:

- £15ph Art/crafts room only. Other members or groups may be using the Woodwork shop, or
- £15ph Woodwork shop only. Other members or groups may be using the art/Craft room
- £25ph Arts/Crafts room or Woodwork shop with building exclusivity. No other members or groups can use the Workshop during your session.

3.4 Individuals or groups can be offered discretional agreements by the KHL Management Committee for longer booking periods.

4 Payments

4.1 Payments must be made to:

KHL Community Workshop

Sort: 30-99-50

Acc: 33285160

4.2 For short term hire, payment must be made in full before booking is confirmed.

4.3 Long-term hires may only be granted for up to 12 weeks at a time. The renewal of long-term hires is at the discretion of the KHL Community Workshop Management Committee. Extensions to this are possible depending on other scheduled bookings and planned activities.

4.4 If a booking is cancelled KHL Community Workshop management Committee will issue at 50% refund for all booking cancelled more than 7 days before the booked date. Bookings cancelled less than 7 days before the booked date will not be refunded.

4.5 The hirer will be charged a penalty for:

- loss or damage to property
- other costs incurred by the KHL Community Workshop as a result of any breach of contract by the hirer

4.6 An invoice for all penalty charges will be issued to the hirer

5 Equipment & Electrical Installations

5.1 The hirer shall ensure all tables, chairs and workshop equipment are returned back to the places they were taken from

5.2 The hirer shall ensure any keys issued are returned as agreed at the time of hiring.

5.3 All electrical equipment brought into the building shall comply with the Electricity at Work Regulations, 1989. The KHL Community Workshop disclaims all responsibility for all claims and costs arising out of such equipment that does not so comply.

5.4 The hirer shall not alter, disconnect, or in any way interfere with the electricity nor install any additional lights or equipment without agreement from the KHL community Workshop Management Committee

5.5 The KHL community Workshop shall not be liable for any loss or damage to equipment brought in by the hirer or their guests.

5.6 The Woodwork shop requires a formal induction to use the space. Additional training is required to use some of our workshop tools, machines and equipment. Restricted tools without induction or training include; Table saw, Band Saw, CNC Router, Wood Turning Lathe 3D printers, Laser cutter and all power tools.

6 Alcohol & Drugs

6.1 The service and/or sale of alcohol is strictly prohibited

6.2 The use/consumption of alcohol and or illegal substances is strictly forbidden

7 Entertainment and Noise Levels

7.1 The hirer is responsible for ensuring that their noise levels do not disturb other activities within the building or disturb local residents.

7.2 If amplified sound is used, the KHL community Workshop Management Committee reserves the right to dictate acceptable volumes

7.3 The Hirer must ensure the noise levels during arrivals or departures are not such as to cause nuisance or inconvenience to occupiers of neighbouring properties.

8 Cleaning & Waste

8.1 At the completion of the hirer's activity all tables, chairs and other furniture/equipment placed in their original positions and all areas left in a clean and tidy state. Bins are provided in the Kitchen/Lobby

8.2 The Hirer will ensure that any breakages of glass, spillage of food, drink or hazardous material are cleaned up immediately and correctly.

8.3 Where cleaning of the workshop is not to the KHL Community Workshop Management Committee's satisfaction or any damage has resulted from the cleaning, the Hirer will become liable for any additional costs incurred by the KHL Community Workshop.

8.4 Any property or goods belonging to the Hirer remaining in the workshop after the termination of the booking period will be disposed of at the discretion of the KHL community Workshop Management Committee.

8.6 The hirer shall ensure no rubbish is left on the pavements or in the vicinity of the hall and all litter is picked up and disposed of appropriately

9 Health and Safety

9.1 Hirer's guest and members of the public are obliged, at all times to comply with the standar Health and Safety rules. A copy is available on request.

9.2 It is illegal to smoke anywhere in the building. the designated smoking area is at the patio area.

9.3 No candles or incense sticks may be used in the building.

9.4 Fire exits must be kept clear at all times.

9.5 Fire apparatus must not be interfered with except as necessary in the cause of fighting a fire.

9.6 In the event of a fire, or a drill. The assembly point is in the carpark to the rear of the building.

10 Safeguarding

10.1 The hirer is fully responsible for safeguarding young people (under the age of 18) and vulnerable adults where the parent, guardian or carer is not present during the hire.

11 Insurance

11.1 The hirer must obtain their own public liability insurance to adequately cover all activities included in the hire. Minimum cover of £5m is required.

11.2 Proof of insurance must be provided before booking is confirmed.

12 Indemnity

12.1 The hirer agrees to accept full responsibility and indemnify and keep indemnified the KHL Community Workshop against any action, claim or demand whatsoever which arises or may arise as a result of the hire.

12.2 The hirer agrees to accept full responsibility and indemnifies the KHL Community Workshop for the loss, damage or theft of any equipment, property or personal belongings.

12.3 The hirer fully indemnifies the KHL Community Workshop of all responsibility for any safeguarding issues which arise during the hire and DBS certificates (where appropriate) should be submitted to the KHL community WORKshop Management Committee along with the hire request.

13 Termination

13.1 The KHL Community Workshop Management Committee reserves the right to terminate any hiring in the event of any behaviour or action which is unlawful or damaging to the Centre or its members. If such termination takes place, the hirer will forfeit any deposit or fees paid

13.2 If for reasons beyond the control of the KHL Community Workshop Management Committee (the committee having used all reasonable endeavours to avoid the same) it is necessary for the KHL Community Workshop to close all or part of the building or cancel the booking, the KHL Community Workshop Management Committee may (without prejudice to the rights and remedies of either party in respect of any prior breach by the other) terminate this Agreement upon reasonable prior notice (which shall be no less than 48 hours save in the case of emergency when as much notice as is reasonably possible will be given) to that effect to the hirer and in that event the KHL Community Workshop Management Committee shall, unless there has been a breach of any of the conditions of this Agreement, return the due proportion of the amount paid for the use of the Accommodation but the hirer and other persons attending the booking shall have no further claim whatsoever against the KHL Community Workshop in respect of such termination of the Agreement

13.3 In any event, and notwithstanding anything in this Agreement, the KHL Community Workshop will not be liable to the hirer, its guests, employees, agents or contractors for any consequential, special, or indirect loss, loss of business profits or contracts or loss of reputations to the hirer in the event of cancellation of the function or termination of this Agreement by the KHL Community Workshop.

14 Emergency Procedures

15.1 The hirer must comply with the KHL Community Workshops Emergency Procedures. If the fire alarm is sounded, everyone should leave the building immediately by the nearest fire exit. No one should return to the hall until permission has been obtained from the KHL Community Workshop.

15.2 In the event of a fire, the emergency services shall be informed by calling 999.

16 Laws, Rights and responsibilities

16.1 This Agreement shall be governed by English Law and the parties hereby submit to the jurisdiction of the English Courts

16.2 This Agreement creates no binding relationship between the parties hereto in relation to further booking nor confers on the hirer any Statutory rights under the Landlord and Tenants Acts

16.3 Notwithstanding any other provisions herein contained noting in this Agreement for Hire confers or purports to confer any right to enforce any of its terms pursuant to the Contracts (Rights of Third Parties) Act 1999 on any person who is not party hereto.

16.4 Signatories to the Booking and this Agreement bear the responsibility for any violation of the Agreement by all guests.

16.5 Where the Hirer is an organisation, the Management Committee of the organisation referred to in the hiring application shall be jointly and severally liable with the Hirer for complying with this agreement.

Signed:

Date: