

TERMS & CONDITIONS INSOLE COURT HIRE SPACES

Hiring a space at Insole Court generates income, sustains the organisation and secures its future.

Bookings:

- 1 All applications for the hire of rooms must be made in writing to Insole Court staff.
- 2 The person named on the Booking Form shall be considered the Hirer.
- 3 All bookings must have an individual person named as the Hirer. Where an organisation is named, the person signing as Hirer confirms that they do so with the full authority of the organisation.
- 4 The Hirer must be over 18.
- 5 Under 18s must be accompanied by adults, 1<10.
- 6 Bookings will only be classed as provisional until a completed booking form is received, any variation to a booking must be agreed in writing by both parties.
- 7 Provisional bookings will be held for a period of two weeks. If not confirmed by Booking Form at the end of this period, the date may be released without warning.

Charges:

- 1 Charges are available from Insole Court staff, determined by Insole Court.
- 2 Hire charges must be paid in advance of the hire period.
- 3 A penalty fee of £50 per room, per hour will be charged for exceeding the end time of a booking.
- 4 Cancellation charges will be applied to room hire and catering as detailed:

14 + days	No charge
7-14 days	50% of the total cost will be charged
7 days and less	100% of the total cost will be charged

Notice of cancellation must be in writing, and is effective on date received by Insole Court staff.
- 5 A admin charge of £24 will be payable if an amended invoice is requested.

Safety:

- 1 The Hirer should be aware of the Fire Safety Instructions on display.
- 2 Hirers are responsible for keeping their own room register.
- 3 Hirers are responsible for the health and safety of attendees, providing information about procedures, fire exits, manual handling regarding the stacking of chairs and tables, slip & trip hazards etc.
- 4 No fire exits may be blocked, chairs and other obstructions must not be placed in front of heaters, or fire appliances removed or tampered with, fire doors must not be propped open.
- 5 Any accident, no matter how minor must be recorded in the Accident Book in the Gift Shop or Mansion.
- 6 Emergency Evacuation: The Hirer is responsible for holding a list of all attendees (eg a signing in sheet) in case of emergency evacuation. The Hirer shall be responsible for advising attendees of the evacuation procedure as set out and advised by Insole Court.
- 7 It is requested that the Hirer's electrical equipment is PAT tested (and in date). In cases where this is not possible, it is required that electrical equipment should be in good working condition. Insole Court staff may visually inspect the electronic equipment and reserve the right to refuse use of such equipment if deemed unsafe. In some cases Insole Court may provide a replacement item, where possible. Insole Court holds no responsibility for any damage caused to Hirer's electrical equipment that is brought to site without an in-date PAT test. Should untested equipment damage the electrical infrastructure of Insole Court, the Hirer will be liable for the cost of the damages caused.

Terms of occupation and use:

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- 1 The hire of the building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the hired space at any other time.
- 2 Hire Period: The hire period is the time that the Hirer commences and finishes using the hired space. It includes the time taken for setting up and clearing up.
- 3 Insole Court accepts no responsibility whatsoever for any property left on the premises after the hiring. Any items left at the end of the hiring will be considered the property of the Insole Court and may be disposed of.
- 4 The hired space shall only be used for lawful activities.
- 5 Insole Court is a public site and is used by a large number of people for a wide variety of activities including school children, music and dance lessons, room hire, events and filming. With this in mind, please be aware that your booking may be impacted by other activities.
- 6 As Insole Court is reliant on the income generated by events and filming, it reserves the right to cancel the Hirer's booking with 2 weeks' notice if required for a large booking such as filming. This will be communicated to the Hirer by the Insole Court staff and when possible, alternatives offered.
- 7 If building works are needed onsite, Insole Court reserves the right to change the Hirer's hired space or to cancel the Hirer's booking with 2 weeks' notice.
- 8 If building works are needed, Insole Court reserves the right to erect scaffolding onsite at any time.
- 9 Insole Court does not represent the hire spaces as suitable for any particular purpose, and the Hirer must satisfy him/herself in this respect.
- 10 There is no provision of on-site storage for the Hirer.
- 11 Sub-letting: The Hirer shall not sublet the hired space, or any part of it.
- 12 Lighting: No additional lights or extension from the existing electric light fittings shall be used without the previous consent of the Management. Any permitted additional stage lighting, sound, or audio-visual or other such equipment should be competently installed and operated.
- 13 Lost Property will be stored in the Gift Shop for period of 1 month, thereafter it will be disposed of / donated.
- 14 The hired spaces will be opened and closed by a member of Staff in accordance with the booking times.

Right of refusal:

- 1 Management may refuse any application for the hire of rooms without stating a reason.
- 2 No organisation shall be deemed to have an undisputed right to a booking or an unbreakable series of bookings. In cases of doubt or difficulty, Insole Court staff shall refer the matter to the Board of Trustees, whose decision shall be final.
- 3 Cessation of Activity: Insole Court reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

Refreshments:

- 1 Catering and refreshments may only be provided by Insole Court and its Catering Partners unless otherwise specifically agreed.
- 2 On occasion where this is not possible, cold catering may be arranged by the Hirer with an additional waste charge per participant. No storage facilities, crockery, cutlery nor glassware will be provided in this case.
- 3 For the avoidance of doubt this means that it is not anticipated that Hirers shall be providing or selling refreshments on site nor of any kind on a regular basis and the Hirer should rely on Insole Court's onsite café or provision arranged with its Catering Partner(s).

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Social Events:

- 1 Alcohol Licence: the named Licence holder is the Catering Manager.
- 2 No events may be advertised stating the availability of alcoholic drinks for sale without the prior permission of Catering Manager.
- 3 Public Entertainments, Music and Dancing Licence: the named Licence holder is the CEO.
- 4 Other Licence Agreements; Theatre & Performing Rights Society: Insole Court's Licence does not yet cover performances of Theatrical, Ballet, Opera or Choral Works etc. The Hirer is responsible for obtaining the requisite Performing Rights Society Licence and any other licence that may be required for their intended purpose. Any such licence must be submitted to Insole Court staff in writing.
- 5 1 supervising adult is required per 10 young people (up to the age of 18).
- 6 If you choose to add on a bar, ID will be required to be shown with every purchase in accordance with the Challenge 25 policy.
- 7 Underage drinking will not be tolerated and Insole Court withhold the right to confiscate drinks or end the party if we suspect underage drinking is happening.
- 8 All music must cease at 11pm and the site must be vacated by 11:30pm.
- 9 Capacities: The maximum number of people allowed in each hired space will be set by Insole Court staff and must not be exceeded.
- 10 Smoking is not allowed in any enclosed space.
- 11 On vacation of the building, the hirer shall leave the hired space in a clean and orderly state. Rubbish must be cleared and suitably disposed of in the receptacles provided. In the case of large events, all rubbish must be taken away by the Hirer. The premises must be left clean and tidy. Penalty charges apply if rubbish is left in the hired space.

Publicity:

- 1 Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, social media, internet websites, and all other forms of media.
- 2 All users must seek the approval of Insole Court staff before using the term Insole Court in their organisational name for whatever purpose.
- 3 The Hirer shall not display any sign, flag, emblem or other decoration onsite, outside of the hired space.

Culpability:

- 1 Except for wilful negligence, Insole Court will not be responsible for any loss of, or damage to the Hirers' or any third party's property using the hired space during the hiring period.
- 2 Nor for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the facilities to be temporarily closed, or the hiring to be interrupted or cancelled.
- 3 Hirers' who are offering physical classes or active instruction are responsible for their own professional indemnity.
- 4 Hirers playing music require their own PPL/PRS licence(s).
- 5 For smaller social events, Hirers are advised to check their personal property insurance as this level of insurance may be covered under their policy.
- 6 For larger social events Hirers are advised to seek additional insurance to cover all aspects of their event including personal injury.
- 7 Breakages and Damage: The Hirer is responsible for all damage to the hired space, equipment, furniture and property in the space and grounds during the period of hire. The

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Hirer will be responsible for replacement “as new” of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.

- 8 Security: Insole Court accepts no responsibility for the property of persons attending or organising an event. Vehicles and their contents are parked in the car park at their owners’ risk.
- 9 Any property brought on to the premises is entirely at the owner’s risk.

Signage:

- 1 The Hirer shall remove any sign, flag, emblem or other decoration displayed inside the hired space if, in the opinion of Management it is in breach of local regulations.
- 2 Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors, fences or any other furniture at Insole Court.

Car Parking:

- 1 The Hirer is responsible for ensuring that vehicles using the car park are driven in a safe manner and are parked in such a way as not to obstruct access by emergency vehicles.
- 2 Cars must only park in the designated car park.
- 3 Overflow parking is on Fairwater Road.