

# **Agreement for Hire of Partisan Collective**

## **Partisan Collective - Conditions of Hire**

### **1. Payment**

- a. Payment of a refundable deposit is required for all bookings.
- b. The booking will not be confirmed until the deposit payment has been received.
- c. Payments (for hire fees) must be received by us:
  - i. No later than 8 weeks before the date of the event for standard bookings
  - ii. No later than 4 months in advance for bookings that require a Temporary Event Notice
  - iii. No later than 3 months in advance for bookings that total over £500
- d. If your booking is made at short notice (within 1 month of the event) we require both the deposit and full payment to confirm booking.

The booking deposit is £10 (including for free hires), or 10% of the hire fee, whichever is larger. This is additional to the hire fee.

### **2. Retention of Deposits**

- a. We may retain all or part of your deposit if we suffer losses or damage for which you are responsible. If our losses exceed the amount of your deposit, we may demand additional compensation.
- b. We may retain all or part of your deposit if you fail to clean the space after use. This includes hoovering the carpet or sweeping the floor, returning the furniture back to place and wiping down tables, clearing the space of rubbish, and washing any dishes that may have been used.

### **3. Cancellation**

- a. Cancellations should be notified to us at least 6 weeks in advance. If less than 6 weeks notice of cancellation is given, any refund is entirely at the discretion of the co-op. For events that need Temporary Events Notices, this period is 3 months. For bookings that total over £500, this period is 2 months.
- b. We reserve the right to cancel any booking in order to carry out essential repairs or maintenance; in this event any payments will be refunded.

### **4. Liability for Loss or Damage**

- a. You are responsible for any loss or damage suffered by Partisan as a consequence of your activities as a hirer. This includes (but is not restricted to) damage to the premises, fixtures, fittings, furniture and equipment, call-out fees for false fire alarms, and loss of income.
- b. You are responsible for the actions of people you admit to the building as part of your booking.

## **5. Fire Precautions**

- a. You should familiarise yourself with the fire alarm points in each room, the location of extinguishers and the available escape routes.
- b. You must not prop any fire doors open, obstruct any fire doors or escape routes, damage any fire safety equipment, cause any dangerous accumulations of combustible materials to occur, or do anything likely to cause a fire risk.
- c. In the event of a fire, your primary responsibility is to ensure the rapid and safe evacuation of the building.
- d. If you know that a false alarm has been raised (for example, because a member of your group has accidentally triggered the alarm) alert a Partisan co-ordinator so this may be turned off.
- e. You must inform the office of any of the fire extinguishers that have been used, whether deliberately or accidentally.

## **6. Security**

- a. You not pass on the door code to anyone else without our agreement.
- b. When you leave, you must check that all members of your group have left the building and take the front door off the latch behind you.

## **7. Alcohol**

- a. You must enquire if you wish to provide alcohol on the premises. We will not permit the sale or provision of alcohol if it is not properly licensed, or breaches our licence, or if in our view it would not be desirable. We are not a BYOB venue.

## **8. Illegal Drugs**

- a. You must not allow illegal drugs on the premises.

## **9. Noise**

- a. Loud noise must not be made within office hours monday-friday. You must ensure that members of your group leave the premises quietly in the evening.
- b. You must ensure that the fire escape doors to outside are not left open or opened frequently if there is a noisy activity. Animated conversation can be loud enough to cause a nuisance to neighbours in the evening if doors are open.

## **10. Parking and Vehicle Access**

- a. Parking around our building is limited, as is parking on the surrounding streets. There is public car park nearby that you must pay for. You may bring a vehicle around the back of the building in order to unload or load equipment needed for your activity.

## **11. Smoking**

- a. It is illegal to smoke anywhere in the building.

## **12. Your Equipment and Decorations**

- a. You must obtain our agreement in advance if you intend to introduce any materials or equipment into the premises that might introduce a safety hazard, cleaning problems or inconvenience to other users; for example straw, hay, sawdust, flammable drapes, glues, paints or cooking equipment. We may refuse permission to introduce these items or impose additional conditions on your hire to mitigate hazards.
- b. Smoke machines are not allowed by our insurance. You must not use smoke machines in the premises.
- c. If you intend to introduce decorations or signs into the building, you must tell us about this.
- d. You may attach decorations to the ceiling fixtures in the basement
- e. Any other decorations must use temporary fittings; for example 'BluTack' or masking tape, and you must remove them at the end of your booking. You may not remove existing decorations without permission.
- f. You must not use permanent or semi-permanent fittings, for example nails, screws and staples.
- g. You must not attach anything to electrical wires, gas or water pipes, or electric, gas or water fittings.

## **13. Insurance**

- a. The building is insured for Partisan Collective's public liabilities. You may inspect our certificate of insurance on request.

## **14. Health & Safety**

- a. You must ensure that your activities, levels of supervision, working practices and equipment comply with current health and safety legislation and guidance.
- b. You must take reasonable care at all times for the safety of yourself and all others who might be affected by your actions.

## **15. Accidents**

- a. All accidents or near-accidents must be notified to the office so that we can try to prevent any re-occurrence.
- b. There is a first-aid box in the behind both the upstairs and basement bars. You must notify the office if you use any supplies so that we can re-stock.

## **16. Afterwards**

- a. Furniture
  - i. After use, furniture must be returned to its proper place. If you have used furniture from another room, it must be returned to its proper place in that room.

- ii. You must observe any notices regarding the placement of furniture and how it should be stacked.
- b. Cleaning and Tidying
  - i. You must ensure that the rooms you have used are left clean enough for the next hirer.
  - ii. Floors should be swept (and mopped if there were any spillages). Brooms, mops, buckets, dustpans, etc are kept in the cupboard next to the kitchen and toilets on the first floor.
  - iii. All rubbish must be taken away, or put in the industrial bin outside if there is room. You must not pile rubbish up by the bin.
  - iv. You must check the toilets and clean them if necessary.
  - v. If we have allowed you to store equipment on the premises, whether in a store room or elsewhere, you must ensure that it is stored safely and tidily so that it does not constitute a fire risk or any other hazard to anyone. You must remove stored equipment promptly when required to do so.