

NEWPORT CITY COUNCIL

FOREST CHILDREN'S CENTRE

In consideration of your granting us a licence to use part of Forest Children's Centre on
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We, the undersigned, JOINTLY AND SEVERALLY UNDERTAKE to abide by the following regulations Numbered 1-26

1. The term "Room" in these conditions shall be taken to mean the particular accommodation or facility which the hirer has contracted to use.
2. The person by whom the application is signed shall be considered as the "Hirer". Where a promoting organization is named, the organization shall also be considered the hirer and shall be jointly and severally liable hereon with the person who signs the application form.
3. All fees to be agreed by the Centre Manager. Cheques for hire should be made payable to "Newport City Council". Invoices can be raised on a quarterly basis for long term hiring of rooms.
4. The Hirer shall at the expiry of the period of hiring leave the Room and adjacent premises in a clean and orderly state properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions replaced.
5. The Centre must be vacated within fifteen minutes after the agreed period of hiring.
6. Notice of cancellation of booking(s) must be made in writing to the Centre Manager who will inform the Caretaker. At least 2 working days notice is required. Failure to comply may result in fees being charged.
7. The Management Group will not be liable for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restrictions or act of God which may cause the Room or any part thereof being rendered unfit or unavailable for the use for which it has been hired. Centre functions have priority and if a booking has, as a result, to be cancelled reasonable notice will be given.
8. The Management Group reserves the right to cancel at any time during the Hirer's period of booking any unexpired booking for the period in the event of failure to observe and perform any of these Conditions of Hire or non-use or misuse of the Room and/or adjacent premises of the Council by the Hirer as a result of hiring.
9. The Hirer shall not use the Room and adjacent premises for any purposes other than that described in the application form and shall not sub-hire, or allow the premises to be used for any unlawful purpose or bring onto the premises anything which may involve increased risk of damage, fire or invalidate any policy of insurance in respect of these premises.

10. The Hirer is not entitled to use or enter the Room at any time other than the specified hours for which the Room is hired unless prior arrangement is made with the Centre Manager.
11. The Hirer shall be responsible for any damage which may occur to the Room and adjacent premises during the period of hire or while persons are entering or leaving the Room pursuant to the hire, and shall indemnify the Management Group for the cost of repair of such damage which arises from any act or omission on the part of the Hirer, his servants, agents or any person resorting to the Room by reason of the use of the Room by the hire. The Management Group advises that groups/clubs take out an insurance policy to cover this indemnity.
12. Newport City Council and the Management Group are under no liability whatsoever in respect of personal injury, loss or damage incurred by the hirer and others attending the School. Again, the Management Group recommends that groups/clubs take out an insurance policy to cover this indemnity.
13. The Hirer shall be responsible that good order is kept in the Room during the period of hire.
14. The Management Group reserve the right to end any entertainment or meeting not properly conducted.
15. No bolts, tacks, screws, bits, pins or other like objects shall be driven into any part of the Room nor shall any advertisement or notices be placed on walls.
16. All doors giving access to the Room shall be kept unfastened and unobstructed and immediately available for exit during the whole of the period of hire.
17. No additional lights or extensions from existing electric lights are to be installed.
18. No electrical equipment eg. Disco-musical instruments, kettles etc to be brought onto the premises for use by the hirer unless a valid electrical test certificate has been produced to the booking secretary prior to the hire date.
19. The Council accepts no responsibility for any property left on the premises after the hiring.
20. The right of entry and exclusion from the premises is reserved to members of the Management Group and the Centre Manager or his/her representative on duty and any police officer on duty at the time during the period of hire.
21. Raffles, prize draws and the selling of goods must not take place in the school.
22. At the commencement of each session staff must sign in at reception. Please inform the centre manager as soon as possible if you are unable to attend. The hirer will ensure that they abide by all centre policies.

23. In accordance with the Council policy, all areas are designated NO SMOKING at all times.

24. Failure to adhere any of the above will mean that no premises will be let in future to the person(s) in default.

25. This agreement is not transferable and must not be tampered with in any way.

26. Risk assessments must be undertaken for all activities to be carried out in the Forest Centre and any health and safety concerns must be reported to the Centre Manager or their representatives.

I / We have received a copy of the conditions of hiring, a plan of the hired areas and scale of charges.

I / We have read the conditions for hiring and fully accept them

Dated this day of 20.....

Name
(Block Letters)

Signature

Address

1.....

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2.....

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3.....

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Forest Children's Centre

Booking form Mobile Crèche

Course Name:

Start Date	Duration of course	Start & End time	No of staff Req	Cost by	No of Children

(No more than 12 children under the age of 5 years are allowed in the crèche at a time)

Names of staff for crèche cover:

Contact name:

Signed:

Date:

Crèche staff must attend at least 15 mins before the start of the crèche.

Official Record

Date Request Made	Confirmed by