

THE WILSON WELLBEING SPACE

Venue Hire Terms and Conditions Agreement

(Draft v4 Jan 20)

HIRER: [REDACTED]

ACTIVITY/SERVICE: SHOW SET DESIGN AND BUILD

DATE OF HIRE: Various - see Schedule on final page

BOOKED TIME SLOT: See Schedule on final page

We hope to make your experience of using the Wellbeing space at The Wilson a positive and smooth one. For that reason, the terms and conditions below must be adhered to and the Hirer is required to sign this document and **return it to [REDACTED] Project Manager [REDACTED]** before the confirmation of booking and permission to use the space is given.

1. Definitions

- a) "The Management" refers to The Wilson Wellbeing Steering Group who manage venue hire on behalf of the License holder (Merton CCG);
- b) "Hirer" refers to the person taking responsibility for hiring the venue;
- c) "Venue" refers to the Wilson Wellbeing Space, The Wilson Hospital, Cranmer Road, Mitcham CR4 4LD.

2. Types of events

- a) The management welcomes a wide range of events to be hosted within the venue. However, because of the nature and priorities of the work of the Wellbeing Steering Group, requests for venue hire may on occasion be turned down because it is felt they pose a potential risk or may interfere with the Management's core values and purpose;
- b) The venue is only available for hire by defined groups and organisations. It is not available for private hire (including for parties/children's parties etc);
- c) The venue cannot be hired where the business or activities of the hirer may be detrimental to the reputation of the Management;
- d) All bookings made with Management are granted strictly for the purposes agreed and will only be accepted on that basis. It is the responsibility of the Hirer to fully disclose the nature of the business and activities to the Management on booking.

3. Use of the Wilson Wellbeing name

- a) Unless agreed otherwise, the Wilson Wellbeing name may only be used to indicate the location of the event. Unless agreed in advance, the Hirer agrees that it will not under any circumstance use the name, logo or reputation to promote its own activities;
- b) Hire of the venue does not in any way indicate the Management's endorsement of, or support for, the Hirer's business or content of the events.

4. Access to the venue

- a) The Wellbeing Space is currently available for hire from 9am – 7pm Monday to Friday. **(All attendees to be off-site by 7.30pm).**
- b) For bookings that require an invitation, poster or flyers, the Hirer must use The Wilson Wellbeing Space, The Wilson Hospital, Cranmer Road, Mitcham CR4 4LD as the venue address and provide clear directions to access the venue ONLY via the dedicated blue door on the right hand side of the main building, NOT via the main Hospital Reception;
- c) The Hirer has access to the venue at the agreed times. Setting up the room and tidying up needs to be done within the agreed times.;
- d) The venue is accessed via a digital key lock on the outside blue door. If the booking is a one off, arrangements may be agreed for the venue to be opened and locked for you;
- e) If it is a regular booking, you will be provided with the digital key code;
- f) A member of Management has the right to access to the venue at any time during the hire period.

5. Security

- a) The Hirer must keep the key code safe and secure at all times and only share it with other individuals agreed with Management. The Hirer must not write down the key code in a way that could identify it as being for the venue;
- b) If the key code is shared inappropriately or known to individuals not connected with you as Hirer, please contact the Management immediately.
- c) Please note that the key code may be changed during the course of your bookings to maintain security. You will be advised of any changes;
- d) The Hirer must ensure the building is kept secure at all times, with the external blue door locked as appropriate;
- e) When leaving the venue, the Hirer must follow the 'locking up' procedure provided and set out within the Hirer Information Folder. If there are any problems, they must be reported to the Management immediately.

6. Altering or cancelling

- a) If the Management needs to cancel or amend the booking, the Hirer will be given 4 weeks' notice in writing;
- b) If the Hirer needs to cancel a booking, the Management must be given at least 2 weeks' notice in writing. Failure to do so will (normally) result in the normal charge being made if a rent is payable. Organisations who can use the space for free may be refused future bookings if they fail to use their booking as agreed;
- c) If the Hirer needs to amend the booking, the Management must be given 2 weeks' notice. The Management will inform the Hirer if the change can be accommodated.

7. Health and safety

- a) The Hirer is responsible for carrying out their own activity/service risk assessment to ensure that the accommodation and facilities is suitable for them and their activities;
- b) The Hirer is responsible for the health and safety of anyone in the venue during their hire;
- c) The Hirer will ensure any accidents are recorded in **their own** accident book and inform Management via completion of the accident book at the venue (stored in the Kitchen). Any accidents that happen during the hire are the responsibility of the Hirer;
- d) The Hirer must ensure that everyone present during the hire is aware of fire evacuation procedures;
- e) The Hirer should report any problems with facilities or furniture to the Management.

8. Use of the venue

- a) The Hirer will have access to the entrance lobby, main hall and adjoining rooms, kitchen and toilets;
- b) The Hirer has access to the Wilson Hospital car park which is shared with The Wilson Hospital services. All cars must be parked safely in allocated spaces;
- c) The Hirer may use the available (very limited) kitchen equipment with permission and prior agreement;
- d) There is space to serve drinks and light refreshments but **no** cooking facilities. The Hirer is fully responsible for providing **all** refreshments for those attending the venue for the duration of their hire;
- e) The Hirer must ensure that nothing in the entrance lobby or storage areas is touched or moved;
- f) The Hirer may use the tables and chairs in the space and these should be returned to their original place at the end of the hire;
- g) The Hirer may use the available flip chart stand (please provide your own flip chart paper) and projection screen. No other audio-visual equipment is provided by the Management;

9. Respecting the venue and our neighbours

- a) The venue is not a managed space and is run by the community, for the community;
- b) The venue must be left in the condition it was found and Hirers are responsible for ensuring that all users of the space adhere to the expectations and checklists posted around the venue. This includes washing up, putting away, cleaning the kitchen, clearing and bagging up all rubbish all left on surfaces and floors and ensuring that the toilets are left in a clean state. **All perishable rubbish (eg food stuff) must be taken away by the Hirer;**
- c) The Hirer is not to permit under any circumstances smoking or vaping in the venue or on the Hospital site. No illegal substances should be brought in or consumed;
- d) The Hirer must not allow any alcohol at the venue. Alcohol must not be present at any event, consumed, bought or sold;
- e) The Hirer is responsible for and must make good any loss or damage to any part of the building, or to furniture, fittings, appliances or other apparatus that are damaged as a result of hiring the venue. Should damage occur, future bookings by the Hirer/the group might be refused at the discretion of the Management;
- f) The Hirer must have complete control and supervision over admitting people to the venue;
- g) The Hirer should ensure noise levels are kept to a minimum. If playing music or having loud discussions, all windows and doors should be shut;
- h) When leaving the property, the Hirer should be respectful of the neighbours and keep noise levels to a minimum.

10. Management liability

- a) The Management is not responsible for any loss or damages occurred to any property placed in the venue or car park by the Hirer or any person on their behalf;
- b) All Hirers of the venue are responsible for obtaining any licences necessary in connection with the booking;
- c) The Hirer is responsible for observing all the regulations stipulated by the fire authority, the local authority and otherwise;
- d) The Hirer is responsible for making arrangements to insure against any third-party claims against the events whilst using the venue. Activities are held at the Hirer's own risk if appropriate insurance is not in place;
- e) The Management (via the Landlord) is insured for any claims which arise out of its own negligence but will not otherwise be held liable for any third party claims whatsoever.

11. Payments

- a) For one-off bookings, an invoice will be sent to the Hirer from Merton Voluntary Services Council (MVSC) and must be paid at least four weeks in advance;
- b) For regular bookings, the Hirer must pay the first four weeks in advance, after that a quarterly invoice will be sent (via MVSC) and must be paid within 14 days of receipt;
- c) Any amendments due to cancellation will be made on the following invoice;

12. Costs of venue hire

The cost of venue hire for this booking is £ no charge

Management reserves the right to add to, amend or alter these conditions.

SIGNED AS AGREED BY HIRER

Name:
(please print)

Signature:

Date:

Please print off this form, sign it and then email a scanned version to [REDACTED] Manager [REDACTED]. Please ensure you keep a copy for your records.

WCTT Hire Schedule:

12.30 - 7.30pm on the following dates in January 2020:

7th, 8th, 9th
16th, 17th
21st, 22nd, 23rd
28th, 29th, 30th.