



SUDLEY AREA RESIDENTS' ASSOCIATION

A charitable incorporated organisation, charity number: 1190529

SARA Hall,
Rundle Road, Aigburth,
Liverpool L17 0AQ

Tel: 0151 726 0805

Email: steven.kearney@sudley.org.uk

Web: www.sudley.org.uk

Hire agreement for weekday sessions at SARA Hall between Sudley Area Residents' Association (SARA) and

Hirer name: _____ } The
Company name (if applicable): _____ } Hirer

Address: _____
Postcode: _____

Landline telephone: _____ Mobile telephone: _____

Email address: _____

Purpose/description of hiring:

Regular Day(s) and time(s) of session(s): and any additional one-off or regular session(s) as agreed in writing between the Hirer and SARA.

Terms and conditions of hire

Hire charges

Regular weekday sessions are charged at £15 for the first hour and £5 per hour/part thereafter. Monthly invoices are issued electronically to be paid within 28 days via bank transfer.

Booking and cancellation

The booking is not confirmed until a signed hire agreement and any agreed prepayment has been received. All bookings taken prior to receipt are provisional only.

The notice period to cancel a single session is 7 days to allow for caretaking calendars to be reissued. Notice period for full cancellation is 28 days in writing. Failure to provide notice as above will result in full session charges being applied for the advertised notice period.

SARA reserves the right to cancel any arrangement for use of the premises at any time and for any reason including but not limited to:

- If the premises are closed due to fire, flood or similar.

- If the premises are required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- If the Hirer becomes insolvent or enters into liquidation or receivership.
- If the Hirer is more than 28 days in arrears with payment to SARA.
- If it might, in the opinion of the Trustees, prejudice the reputation of SARA.
- If there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the COVID-19 secure procedures are not being complied with, or in the event that public buildings are asked or required to close. If this is necessary, SARA will make every effort to inform hirers promptly and no charge will be made for cancelled sessions.

SARA accepts no liability for inconvenience or loss caused because of such cancellation.

COVID-19 secure procedures

The Hirer is responsible for ensuring they and those attending the session, activity or event comply with the COVID-19 Secure Procedures as attached to this hire agreement (***Sudley Area Residents' Association COVID-19 Secure Procedures v1.9***) and any revision to this document as provided to the Hirer via email. When revisions are made, the Hirer will be asked to confirm receipt via email and that they are agreeable to the changes. If the Hirer is not agreeable to the changes, this hire agreement will be cancelled.

COVID-19 risk assessment

The Hirer is responsible for undertaking a COVID-19 risk assessment before sessions can start at SARA Hall.

Use of premises

The Hirer shall not use the premises for any purpose other than that described in this hire agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity. As directed by SARA, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

Safeguarding, insurance and liability

Safeguarding in relation to children and vulnerable adults is the sole responsibility of the Hirer.

The Hirer is responsible for their own public liability insurance and agrees to indemnify SARA against all claims in respect of injury, loss or damage arising from the letting except where injury, loss or damage arises from the negligence of SARA.

It shall be the sole responsibility of the Hirer to effect what insurance they think fit for the session.

First aid supplies

A first aid box and accident book are in the kitchen at the rear of the property. Accidents must be reported to the secretary and an appropriate entry recorded in the accident book. A telephone is provided in the main hall specifically for calls to the emergency services.

Firefighting / emergency exits

Firefighting equipment is available at fire points in SARA Hall. The Hirer will incur a charge of **£150** for misuse of equipment. All exits must remain clear of obstruction and accessible at all times.

Use of own electrical equipment

All electrical appliances at SARA Hall are regularly tested and inspected. Please do not use any electrical equipment that has not undergone and passed Portable Appliance Testing (PAT) in the previous twelve months or if the Hirer believe the tested equipment may have a fault.

Central heating

During the winter months, central heating will be on an automatic cycle. If the room is too warm, individual radiators can be lowered – remembering to put them back up before leaving.

Arriving at / leaving SARA Hall

The Hirer will be issued with a key at their first session (for infrequent sessions, the Hirer may be asked to use the key box at the front entrance). A charge will be made for loss/non-return of key(s).

When leaving the building, please ensure that the building is secure, wall fans and lights are turned off and the front door is locked with the key.

The provisions of the premises licence (No. 080106) for SARA Hall are as follows: -

The licensable activities and their hours (inclusive of public holidays) are: Plays, Films, Live Music, Recorded Music, Performances of Dance, Making Music and Dancing between the hours of 09:00 to 22:00 Sunday to Thursday and 09:00 to 22:30 Friday and Saturday. The sale of alcohol is not permitted. Upon leaving the building, users should respect the needs of residents and leave the premises quietly.

General Data Protection Regulation

By signing this hire agreement, the Hirer is giving permission for Sudley Area Residents' Association (SARA) to hold their personal information. This information is required by SARA in order to effect this hire agreement and is therefore relevant and not excessive. SARA has a retention and disposal schedule detailing how long manual and computer-based records must be kept, with arrangements in place for confidential waste disposal to ensure records are destroyed to an appropriate standard. SARA will not share personal details with any third party.

Declaration:

1. *I have read and agree with the details of hire and the terms and conditions set out above.*
2. *Where applicable, I confirm I possess the experience, training, qualifications and authorisations which are considered necessary or which are required by law or any professional body to carry out the session competently.*
3. *My insurance is provided by:* _____ *Policy No.* _____
4. *I completed a COVID-19 Risk Assessment at SARA Hall on:* _____

Signed: _____ **Date:** _____

**This form should be completed, signed and returned to:
SUDLEY AREA RESIDENTS' ASSOCIATION, SARA Hall, Rundle Road, Liverpool L17 0AQ**