

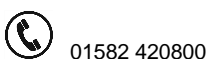
Britannia Estate, Unit 5  
Leagrave Road  
Luton  
Bedfordshire  
LU3 1RJ



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## Terms, Conditions and Regulations for hire:

1. The building will be opened and closed by a member of the staff, unless agreed otherwise. The building will be available from the time stated on the booking form.
2. The building is let on the understanding that any member of staff has the right of entry at any time to the area hired.
3. **The hire times booked should be adhered to at all times or further charges will be made. All set-up and clean-up time must be included within the booking times. Any additional time will be charged. The building must be left in a clean and tidy condition, or further cleaning charges may be applied.**
4. Should the member of staff that opens the building, before the function or hire commences, be of the opinion that the activity is likely to be of an objectionable or undesirable nature, they have the full power to cancel the booking, return the hire fees, without any liability to pay any compensation.
5. Regular hirers must pay monthly in advance. For all other bookings a £50 security bond is payable at the time of booking (see below) to secure the booking. The cost of the hire must then be paid no later than two weeks prior to the date of the booking. If the hire charge is not received then the booking may be cancelled and the security bond returned.
6. **A security bond of £50 will be payable at the time of booking and will be refunded after the hire period on satisfied inspection of the area used after the event. Where the building is not left in a clean and tidy condition, or the hire time is exceeded, a deduction will be made for these costs.**
7. **All Catering** requirements must be met by the hirer at all times, unless a prior arrangement with FUN has been agreed. All food and drink must be confined to the kitchen and coffee shop areas. No food is permitted in the main activity hall. Where food is found within the activity hall, a cleaning charge may be applied.
8. **Damage** – The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building in the event that unreasonable mess is caused. In this event the security bond, if applied, may



be held back to cover the cost of cleaning or replacing equipment.

9. **Conduct** – The hirer will be responsible for the proper conduct of persons using the building and its contents.

10. **Loss of property** – FUN does not accept responsibility or liability for any damage or loss of personal property used or left at the premises.

11. **Fire Risks** – The hirer should make themselves familiar with the fire procedures for the building and inform FUN staff at the time of booking of any issues that may increase fire risks.

12. **Indemnity** – The hirer must indemnify themselves against all claims, demands, actions or proceedings made in respect of the default or injury caused by or to any person which shall occur whilst the hirer is using the building or claims that arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person. FUN does not accept responsibility or liability for any such claims.

13. The hired room foyer and toilets are the only area to be used by the hirer, and the hirer accepts all other rooms will be either locked or deemed as out of bounds, unless a request is made for their use.

14. **Gambling of any kind is strictly prohibited.**

15. **Groups** – All groups working with young people should have their own **insurance** and staff checks e.g. DBS checks. FUN takes no responsibility for this and recommends that hirers seek appropriate advice.

16. Where requested by FUN, the hirer must have public liability insurance in full force and effect throughout the session in respect of their legal liability for damage to property and bodily injury to any person arising from all activities and that such insurance: (copy to be issued to Families United Network).

a) has a limit of indemnity of not less than £1,000,000 for any occurrence giving rise to any one claim or series of claims arising out of one cause

b) extends to indemnify Families United Network.

17. The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsible during the hire period.

Full Name Print..... Signature.....