

Terms and Conditions of Hire

The Coach House Centre, Carlisle

1. Conditions of Hire, Bookings and Payment

- a. The minimum hire time is 1 hour, thereafter bookings will be rounded up to the half-hour;
- b. The hire charges are those set out on the Booking Form and are per hour (or per half-day or per full day subject to agreement), and will be reviewed annually or at any time and will apply to new bookings taken from the date of implementation;
- c. Please do not ask us to reduce or negotiate hire fees as we are unable to do so. This is to ensure the Foundation's hire fees policy is implemented fairly for all users;
- d. Bookings may be made by phone or email, and are not confirmed until confirmed by The Happy Mums Foundation CIC by email to the address provided;
- e. The Booking Form should show actual times the room(s) is required, including set-up/clear-up, and the times must be strictly adhered to as time in excess will be charged for;
- f. The Happy Mums Foundation CIC reserves the right to refuse any booking, or to impose special terms and conditions;
- g. An invoice will be issued with the confirmation email at least 7 days prior to the booking, and payment must be made within 14 days of the invoice date;
- h. Payment should be made via BACS or PayPal, using the payment details provided on the invoice;
- i. The Happy Mums Foundation CIC reserve the right to cancel any reservation or terminate any use at any time but will endeavour not to do so unreasonably or without due notice.

2. Use of the Facilities

- a. The room(s) that have been hired, and other facilities used eg kitchen and toilet, must be left in a clean and tidy condition and to the satisfaction of The Happy Mums Foundation CIC;
- b. You will be invoiced, and agree to pay, for any damage or excessive cleaning that is required. The amount payable will be determined by The Happy Mums Foundation CIC at its reasonable discretion and may include a charge for any loss of income directly caused;
- c. Smoking is forbidden in all buildings;
- d. Tea, coffee, milk and sugar is provided, but other consumables must be provided by the hirer;
- e. The Happy Mums Foundation CIC has the right of access to the premises at any time but agrees not to unreasonably interrupt or disturb the hirer's use;
- f. The hirer undertakes to maintain good order during the period of hire and to ensure that there is sufficient responsible supervision for all those attending;
- g. The hirer shall not, in using any part of the buildings, without previous consent from The Happy Mums Foundation CIC:
 - i. Affix or secure any nail, hook, screw or other thing or upon any part of the building;
 - ii. Move any furniture or fittings which may be kept in the building;
 - iii. Place or fix any additional or decorative lighting or any decoration, shrubs, plants etc.
 - iv. Advertisements posted in the premises are at the discretion of The Happy Mums Foundation CIC and may be removed at any time.
- h. The gardens and outside areas may be used only with the express permission of The Happy Mums Foundation CIC who must first consult the landlords; fruit, flowers and other elements of the gardens must not be picked or removed.

3. Car Parking

- a. Cars should be parked in the area directly outside the Coach House Centre studio (brick paving, or gravelled areas) and not in the car parks next to the main house;

- b. Please respect the privacy of the residents of the main house.

4. Cancellations

- a. Please inform The Happy Mums Foundation CIC if you wish to cancel a booking. Cancellations will be charged at the full rate if received less than 7 days before the booking.

5. Insurance

- a. The hirer is responsible for providing their own appropriate insurance cover. All hirers will be required to submit evidence of insurance held at the time of booking;
- b. The hirer will be responsible for ensuring that sufficient public liability insurance has been arranged where appropriate;
- c. Safety equipment must not be removed or tampered with and all defects in safety equipment must be reported;
- d. The Happy Mums Foundation CIC accepts no responsibility for loss, theft, or injury suffered by the hirer or any person using the facilities;
- e. The Happy Mums Foundation CIC accepts no responsibility for loss or damage to the content of, or to any car or other vehicle, that may be brought onto the site;
- f. The hirer shall not assign or sub-let the right to use any part of the building granted by a confirmed booking;
- g. The hirer shall obtain all licenses necessary which may, by law, be required in connection with any entertainment.

6. Health and Safety

- a. Hirers must ensure that they take note of all fire extinguishers and fire exits and ensure that all people under their control are aware of the fire procedures.
Additionally the hirer should:
 - i. Identify the evacuation routes from the rooms;
 - ii. Ensure the group know where the appropriate assembly point is located (the lower car park near the main house);
 - iii. Maintain a record of those persons present when any evacuation started and be able to account for those persons when at the assembly point (eg by keeping a register)
- b. Where children are present (those under the age of 18) the hirer shall arrange for sufficient adult supervision by persons accustomed to the care and control of children;
- c. The hirer is responsible for their own risk assessments for use of the rooms;
- d. The hirer must ensure that there are adequate numbers of first aiders present;
- e. All accidents which occur on the premises must be fully recorded in the accident book in the main office;
- f. Any electrical appliances brought by the hirer for use on the premises shall be safe, in good working order, and used in a safe manner.

7. Safeguarding

- a. It is the responsibility of the hirer to ensure that, where activities are provided for children a Safeguarding Policy is in place and appropriate DBS checks have been undertaken;
- b. Checks may also apply where regulated activity relating to adults is taking place.

The Happy Mums Foundation CIC reserve the right to review these terms and conditions at any time without notice.

The Hire Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.
