



The Delius Arts and Cultural Centre Terms and Conditions of Hire

Agreement between Artworks Creative Communities (Artworks) and _____
for the hire of space as detailed in the attached PDF booking form.

Event Name:	
Booking form ref:	

By signing this document the Hirer confirms that they understand that:

- Hirers are responsible for ensuring that the space is appropriate for the intended use.
- The hire of the space does not entitle the hirer to use or enter the space at any time other than the specific hours for which the space is hired unless prior arrangements have been made with Artworks.
- The hirer shall be responsible that good order is kept in the space during the hire period.
- Artworks does not accept bookings for, or on behalf of, political parties.
- For cancellation of events by hirer one month's notice must be given. Fees will be required to be paid based on the following scale:
 Within 1 month of hire: 25%
 Within 3 weeks of hire: 50%
 Within 2 weeks of hire: 75%
 Within 1 week of hire: 90%
- Artworks may cancel any hiring at any time if the space is required for the purpose of any Artworks meeting or other Artworks activity. Whenever possible adequate notice will be given, however Artworks shall not incur any liability to the hirer whatsoever other than for the return of any charge paid in respect of such cancelled hiring.
- In the event of the space or any part thereof being rendered unfit for use for which it has been hired Artworks shall not be liable to the hirer for any resulting loss or damage whatsoever.
- Artworks cannot be held responsible for any loss, damage, injury or penalty incurred to any property or persons during the period of hire.
- Cars and their contents are left in the yard at the owners' risk. Parking is excluded from this hire agreement but hirers may use the yard for 30 minutes to load or unload equipment at the beginning and the end of the hire period. Given that there are various spaces that may be hired by different hirers at the same time, Artworks encourages its hirers to cooperate and accommodate each other's parking needs during loading and unloading. Any vehicles left on the premises without their owner/driver in attendance will be removed and the cost of the removal charged to the owner of the car. Artworks wishes to draw the hirer's attention to the fact that there are double yellow lines on Southbrook Terrace. Bradford Council's parking attendants vigorously patrol the area at all times. The parking bays of the neighbouring businesses are patrolled by an independent organisation. Please ask Artworks for locations of nearby car parks.

WWW.ARTWORKSCREATIVE.ORG.UK



Artworks Creative Communities is a Company Limited by Guarantee Registered in England and Wales No. 4137321 Registered Charity No. 1095583



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**ARTS COUNCIL
ENGLAND**

City of Bradford MDC
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LOTTERY FUNDED



Parking may be reserved for users with special access requirements by prior arrangement with Artworks.

10. The hirer shall indemnify Artworks in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of the hiring.
11. The hirer shall be responsible for making arrangements to insure against any third party claims which may arise, as a result of their activities and/or actions, whilst using the space. Private Party organisers are advised to check their household insurance to ensure that third party liability extends to cover their event.
12. Artworks provides a space, not a service. If the hirer invites a volunteer who usually helps at Artworks to volunteer at an event organised by the hirer it is the hirer's responsibility to oversee the volunteer(s) and insure their activities. Artworks is only responsible for opening up the space(s) and checking them after the hire period, NOT for the activities that the hirer and their staff or volunteers organise.
13. The hirer shall, where the premises are to be used by children, comply with Artworks' Safeguarding Policy (*copy available on request*) or with the Government's guidelines set out in the document *Safe from Harm*. The hirer shall be responsible for the safety of children in the accommodation and ensure that they are kept safe from harm at all times during the hire period.
14. If the hirer wishes to sell alcohol on the premises then the hirer must inform Artworks in advance, obtain the relevant licences from Bradford Council and give a copy of this licence to Artworks two weeks before the event. The hirer must comply with the restrictions imposed by Bradford Council. Alternatively Artworks can supply a bar, staffed by the Building Venue Team only, this will be at an additional cost to the hirer, and this service will only be provided if the event is deemed appropriate by the Artworks Board of Trustees.
15. All Buildings are No Smoking Areas.
16. The hirer shall ensure that any electrical appliances brought by him/her onto the premises and used there shall be safe and in good working order, PAT tested and used in a safe manner. The hirer shall be liable for any damage caused by faulty electrical appliances brought onto the premises.
17. Hirers must familiarise themselves with the location of all exits, emergency exits and fire extinguishers. No exits may be blocked, chairs or obstructions placed in corridors, or fire appliances removed or tampered with. It is the hirer's responsibility to carry out their own risk assessment for their event; this CANNOT be done by Artworks.
18. Details of any accident or incident occurring which did or could give rise to injury or illness must be reported to Artworks. This must be done as soon as possible and in all cases within 24 hours. An Accident Book is provided for recording such details and also details of any witnesses, apparatus etc involved. Any apparatus or equipment involved by law must be retained for inspection. The Accident Book is located in the kitchen area in both the main church hall and the outside building.
19. Storage and use of notice boards, office equipment, nursery items etc is at the sole discretion of Artworks and must be negotiated with Artworks management. Any items stored at the centre need to be insured through the hirer's own contents insurance.





- 20. No advertisements, bills, flags emblems or other decorations shall be displayed inside or outside the hall without the previous written consent of Artworks who shall have absolute discretion to withhold such consent. No bolts, nails, tacks or screws, bits pins or other like object shall be driven into any part of the hall nor shall any placards or other articles be affixed thereto.
- 21. The hirer shall at the expiration of the period of the hiring leave the hall in a clean and orderly state. All crockery used must be washed up, dried and put back into the cupboards, unless where this has been provided as part of the hire arrangements. Cleaning equipment is provided for use. The hirer shall ensure that all doors and windows are closed/locked and heating/lights/water taps etc are switched off. Breakages must be reported as soon as possible and in all cases within 24 hours. Artworks will charge for cleaning of the space if it is not left in a clean and orderly state or particular damage has occurred.
- 22. Private Party Bookings. All rubbish and food etc. must be taken away from the premises by the hirer.
- 23. Artworks reserves the right to refuse admission to any person or persons at its absolute discretion.

I have read and agree with the conditions of hire as set out by Artworks Creative Communities.

Signed on behalf of the hirer:

Signature:	
Organisation:	
Name (please print):	
Date:	

This form may be signed electronically and returned via email.

