

HATCH WARREN COMMUNITY ASSOCIATION (HWCA) REGULAR USER CONTRACT

Hirer Name	Basingstoke – Old Basing u3a charity no. 1086263		
Contact Name	Janet Field		
Address	25 Forfield Drive Basingstoke Hants RG22 4FS		
Phone Number (Day)		Mobile 07917 785453	
Email	janetfield@sky.com		
Website	www.basingstokeu3a.org		
Facebook Page			
Invoice to be sent to	Tony Summers Treasurer tonyjsummers@me.com		
Details of Hire			
Day/s of Week	Tuesday	Room Required	Conservatory
Time of Booking	10am-12pm	Hourly Rent	£10
Starting Date	18 th April 2023		
Ongoing / Term Time please state	Ongoing 1 st and 3 rd Tuesday of the month		
Main Contact During Hire & mobile number	Janet Field 07917 785453 or Joan Carnell 07969 495114		
Rent review date	Annually 1 st April		

Regular users will be invoiced in advance on the first day of each month and payment is due within **30** days of the invoice date.

Hirers must inform the Centre Office on 811262 of their dates of hire at least one month in advance of the hire. If an additional hire is required at short notice the HWCA will try to accommodate where possible. Any cancellation must be made in writing at least one month in advance. HWCA reserves the right to charge for the full month's notice should the Hirer not provide a full month's notice of cancellation.

If the Centre is to be unavailable for a period of up to 2 consecutive days, then HWCA are required to provide 1 month's notice of this unavailability. If the Centre is to be unavailable for a period of more than 2 consecutive days, then HWCA are required to provide 3 month's notice of this unavailability.

15 minutes after agreed hire time will be allowed to clear away the session making the room available to the next user group.

Hirers are responsible for cleaning up at the end of their hire period and returning any chairs or tables to their original place. Hirers must ensure the floor is swept, any spillages are mopped, and all rubbish bins are emptied and removed to blue refuse bins outside. HWCA will equally ensure that there are no spillages or leaks on the floor before hire or rubbish in the rooms. You are encouraged to recycle paper, card and plastic bottles to ensure general refuse is kept to a minimum. Please replace black bin bags inside bins for the next user group to enjoy. The reception area must be cleaned appropriately and vacuumed if required to clear any mess created by your user groups.

Where agreed, at the start of each hire period both parties will ensure the hall is usable for the Hirer in line with an agreed checklist. Any remedial works required will be carried out by HWCA in a timely manner.

The Hirer is responsible for protecting all tables and surfaces with suitable cover to keep free of paint/PVA.

Any additional cleaning required by HWCA staff resulting from inadequate cleaning up at the end of the Hirer's session will incur a £50 charge. However, where appropriate, a handover time will be provided for the Hirer at the end of each session whereby any member of HWCA will inspect the halls and confirm their condition. Opportunities are therefore being given to clarify any possible inadequacies.

Any damage to flooring within the Centre outside of that deemed to be fair wear and tear will result in a charge for repair and/or replacement to the Hirer, (e.g. dragging equipment, paint or water spillages, burn marks, debris/sand from outside bought in by those associated with the Hirer). HWCA will endeavour at all times to be open, fair and transparent in relation to any charges incurred.

The storage area in the main hall should be kept tidy to allow contractor's access at all times.

There is a no smoking and no chewing gum policy operating throughout the building and Hirers are responsible for the conduct of all persons attending the Centre in direct connection with the Hirer via registration and/or session attendance. The front entrance of the Centre is only to be used for delivering and collecting those attending the session.

Any damage to the front door mechanism within the Centre outside of that deemed to be fair wear and tear will result in a charge for repair and/or replacement to the Hirer. Specific care should be taken to inform any and all persons associated with the Hirer (staff, registrants or session attendees and those directly connected to the Hirer) of the need to treat the door mechanism with care and respect to prevent over usage through repetitive pressing of the button. Where sole responsibility for damage outside of fair wear and tear cannot be determined, charges will be made on a pro-rata basis assessed against share of footfall for the preceding 3 month period. HWCA will endeavour at all times to be open, fair and transparent in relation to any charges incurred.

Payment

All cheques are to be made payable to HWCA. Cash should be handed in to the Centre Office during opening hours. **PLEASE NOTE NEW DETAILS: Internet banking details: CAF BANK: HWCA Sort Code: 40 52 40 Account Number: 00027391.** A copy of the Conditions of Hire is attached.

I have read the above Terms and the Conditions of Hire and agree to abide by them. I understand that I am responsible for the conduct of all persons attending the Centre in connection with the hire.

Signed Janet Field Hirer Date 28/0//2023

Name and Position Janet Field Group co-ordinator and Group Leader

Signed.....HWCA Representative Date.....

Name and Position

Additional Hirer Signatories as Required

Signed..... Hirer Date.....

Name and Position