

Recreation in Aston: Conditions of Hire Agreement (Summary):

General Conditions of Hire:

- Hirers must be over 18 years of age.
- Fees are payable in advance
- Deposits will not be refunded if hire is cancelled within 48 hours of the booked time
- All damage & breakages must be paid for. The user will report any defects or breakages to RIA immediately

Litter:

- Please provide refuse bags and dispose of rubbish in the outdoor bins at the end of the booking. Please use the green recycling bin for empty bottles etc.
- If outdoor areas are used, please ensure that all litter is collected at the end of the booking

Cleaning:

- If the Centre is booked for a Friday or Saturday evening & cannot be cleared/cleaned by the midnight deadline, the user should make prior arrangements with the Booking Clerk to clean the Centre the following morning - an additional charge may be made
- The user will leave the building in a clean condition with all furniture stored correctly. Cleaning shall be carried out immediately after use unless agreed otherwise with RIA
- Should RIA decide that additional cleaning is required then the user shall pay an additional fee of £30 per occasion
- No confetti, streamers or party poppers are to be used inside/outside the building

Noise:

- Noise should always be kept to a minimum while outside the building and neighbours respected
- All music must cease by the following times: 10pm (Mon – Thurs & Sun) 11 pm (Fri & Sat)
- The Centre must be completely cleared of people by 11pm (Mon -Thurs & Sun,) 12.00am (Fri. & Sat)
- The emergency doors & main entrance door must remain closed while music is being played in the Centre

Health and Safety

- No smoking is permitted anywhere in the building
- Ensure that all users have knowledge of the emergency exits & the positions of the fire extinguishers
- If any one of the Fire Extinguishers has been tampered or used, report this to RIA immediately
- It is the responsibility of the user to ensure that all regulations regarding food preparation are adhered to
- No food shall be left in the Recreation Centre overnight

Insurance

- Commercial hirers must hold their own liability insurance; only non-commercial groups are covered by our insurance.
- It is the responsibility of the user to ensure that Public Liability and third-party insurance is in place to cover their hire
- If alcohol is to be sold during the period of your booking, then it is the user responsibility to ensure that the relevant license has been obtained
- RIA will accept no responsibility for loss or damage to any equipment either left on the field, building or container

Keys

- On signing the agreement, a key is issued to users, this must be returned promptly at the end of the hire period. Regular users will be given a key to cover the duration of their booking(s). This must be returned if they no longer wish to hire the hall. Users must only gain entry at the times of their booking.