

# Llanrhos Old School



Chairman: TBA Vice Chairman: Venerable Bob Griffiths  
Treasurer: Ann Harty annhartyok@gmail.com Secretary: Gill Schlangen  
Registered Charity No: 1131047

## HIRE AGREEMENT for Llanrhos Old School

**To be signed and returned by hirer no later than 7 days prior to the booking**  
**Booking is not secure until receipt of completed Hire Agreement**

### Llanrhos Old School (Aberconwy Mission Area) – a Not for Profit Community Venue

Name of Organisation or Individual (The Hirer): .....

If an Organisation, name of authorised person: .....

Address: .....Email: .....

Telephone Number:..... (Home) .....(Work)

In consideration of the sum (s) mentioned, the Llanrhos Old School Management Committee permits the Hirer to use the Premises for the period (s) as set out in the Hire Agreement and Lettings Policy document. IMPORTANT! Failure to observe the conditions may result in termination of the hire agreement

**HIRE FEES & PAYMENTS: Payments should be made direct to the bank account:**  
**Bacs payments: NATWEST, Llandudno Sort Code 53 70 33, Account No 76615405**

#### *Delete A or B as applicable*

#### **A. Hirer is using the building for one session up to 4 hours (see Notes\*).**

The Hirer agrees to pay a hire fee of £ \_\_\_\_\_ total, payable in advance of the day of hire, or, if agreed otherwise, within 7 days of receipt of an invoice from the Committee

#### **B. Hirer's use is on a recurring basis (see Notes\*)**

The Hirer agrees to pay an agreement fee of £ \_\_\_\_\_ per session/per week/per month payable within 7 days of receipt of request for payment (invoice or statement) from the Committee

#### **1. CHARGES**

- **A deposit to secure the booking may be required when booking; a deposit may also be required to cover any damages. This is at the discretion of the Management Committee.**
- **Please Note 'Lets' exceeding 4 hours will be charged an additional £10 per hour (or part) unless otherwise agreed at the time of booking**

#### **2. PROCEDURES**

- **PLEASE NOTE: Hirers using their own electrical equipment must ensure it is in good working order and safe to use - PAT tested where necessary**
- **Hirers should ensure that they and their guests, vacate the venue within 15 minutes of the end of the booked time.**
- **Following an 'evening let' the Old School MUST BE VACATED no later than 10.30pm**
- **Any faults, issues or accidents should be reported to the caretakers or any member of the Committee as displayed on the notice board – either immediately or within 24 hours**
- **The venue should be left in the clean and tidy condition that it is presented; all lights, switch operated equipment and heating appliances should be switched off**

**3. PREMISES:**

The Hirer shall have use of the premises for their agreed period of hire based on the conditions of hire (Please also refer to **the FACILITIES SECTION** below)

**4. PURPOSE OF HIRE:** .....

**For the purposes of these conditions, the term Hirer shall mean individual Hirer or, where the Hirer is an organisation, the authorised person is responsible for the event (s)?**

**5. SERVING OF ALCOHOL:** YES/NO (circle as appropriate)

- Will alcohol be served at the event? **YES / NO**
- Will it be for sale? **YES / NO**
- **NB:** If **YES**, Hirer will need to refer to the Management Committee to decide whether the event is covered by an appropriate licence under the Licensing Act 2003. This needs to be done at least 4 weeks before the event, and the hire is not guaranteed until all requirements are granted and in place

**6. FACILITIES:**

**There are WiFi/Fibre Broadband and audio-visual facilities available.** Please indicate which facilities you will need, and whether you intend to bring any additional equipment to use. These are for your complimentary use and settings are not to be modified. It is likely you will need to be guided accordingly before use to ensure you are familiar and get the maximum benefit

Facility	Description	Guidance required	Tick if required
<b>Wifi/Broadband</b>	Password displayed in venue	N/A	N/A
<b>Overhead projector &amp; screen</b>	In situ with HDMI connection for use with own equipment. All audio & visual relay is via this	<b>YES</b>	
<b>HDMI</b>	A compatible cable is provided suitable for laptop, tablet & phone – <b>you will need to provide your own adaptor to suit your device</b>	<b>YES</b>	
<b>BLU-RAY PLAYER</b>	Works via projector using <b>designated white HDMI cable</b> – If audio is not satisfactory, the <b>Hirer is invited to provide and pair own Bluetooth speakers.</b>	<b>YES</b>	
<b>OWN EQUIPMENT</b>	Hirer is responsible to for their own equipment, ensuring it is safe & compatible with the connectivity at the premises. Any issues with the facilities, before or after use, should be reported to the Bookings Administrator asap	<b>YES</b>	

I/we agree to the Terms & Conditions as outlined above:

.....Signed by (PRINT NAME)

.....Signed on behalf of (Organisation)

Date.....