



Blisworth Football Club Trading Limited

(Registered Charity No. 1198290)

Courteenhall Road, Blisworth. NN7 3DD

Hiring Agreement

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the Hirer is an organisation or group, the authorised representative. The HIRER will be over 18 years of age. This Hiring Agreement is in line with the Blisworth Football Club Trading Limited Health and Safety Policy; Blisworth Football Club Trading Limited Safeguarding Policy, and the Clubhouse Booking Policy and Procedures.

Blisworth Football Club Trading Limited does not take responsibility for the loss or damage to any goods, including equipment, clothing, jewellery, vehicles or their contents, or money of the Hirer or the Hirer's guests during the period of hire.

Standard conditions of hire:

Use of premises

- The Hirer shall pay at the time of booking, through LemonBooking or directly to the club via a member of the committee, the required tariff.
- **The evening bookings deposit will be refunded provided there is no loss or damage to the Clubhouse and that it has been left in a clean and tidy condition.**
- The refund of the deposit in whole or in part is at the discretion of the committee and will be through the Blisworth Football Club Trading Limited bank account.
- The Hirer shall not use the premises for any purpose other than that advised at the time of booking.
- The standard capacity of 120 persons must not be exceeded at any time during the hire.
- The Hirer must always be present during the period of hire, and take responsibility for the supervision, behaviour and health and safety of all those attending the event.
- The premises will not be used for any form of adult entertainment of a sexual nature.
- The Hirer is requested to ensure users have consideration for local residents during the hire and that they leave quietly at the end of their event.

Health and Safety

- No events involving animals are permitted in the Clubhouse.
- There is a no smoking policy, including vaping, operating throughout the building.
- The Hirer is responsible for making guests aware of the emergency fire exits and evacuation routes (as detailed in the Blisworth Football Club Trading Limited Health and Safety Policy), and to ensure the fire exits are not obstructed at any time.

- The Hirer is responsible for ensuring the premises and their contents are not damaged or misused. In the event of any damage being caused or extra cleaning required to the Clubhouse and/or the contents of the car park and surrounding area caused as a result of the hiring, the cost of such will be indemnified by the hirer to the Clubhouse (deducted from the deposit if necessary). The decision of the committee in all matters concerning the Clubhouse is final.
- The Hirer shall, if serving food, ensure all relevant food health and hygiene legislation and regulations are adhered to (as displayed in the kitchen). **The kitchen is only to be used for serving purposes only.**
- The Hirer shall familiarise themselves with the location of the First Aid Kit and Accident Forms which are located in the kitchen.
- Tables are to be lifted by two people.
- The floor is to be kept dry with any spillages cleaned up immediately.
- The Hirer **must not** use cleaning chemicals other than those available during the hire.
- **At the end of the hire, the Hirer is responsible for:**
 - ensuring the Clubhouse is left in a clean and tidy condition;
 - floors being swept, all work surfaces wiped down and kitchen equipment left clean;
 - cleaning all tables and chairs;
 - checking all toilet facilities are clean and tidy;
 - ensuring all rubbish is bagged and put in the outside bins;
 - checking all lights are turned off;
 - checking the building is properly secured, including closing all windows, and closing and locking the front door.

Wi-Fi Service and Data Collection

- Blisworth Football Club Trading Limited uses personal data for the purposes of the management of the Clubhouse, its bookings and finances, and running of events. Data may be retained for up to 7 years for accounts purposes and for longer where required e.g. by the Clubhouse's insurers.
- The Hirer will take all practical steps necessary to make sure any equipment connected to the Blisworth Football Club Trading Limited Wi-Fi network service is adequately secure (such as up-to-date virus software, system updates).
- Blisworth Football Club Trading Limited Wi-Fi network service is not secure and cannot guarantee the safety of traffic across it. The Hirer will use this service at their own risk.
- The Hirer will respect the system security and will not disclose any password or security information that is given to them.
- The Hirer will not upload, download, access or forward any material that is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring Blisworth Football Club Trading Limited into disrepute.

When agreeing to this Hiring Agreement for a one-off hire or on behalf of the organisation which I represent, I confirm the compliance with this Agreement for all and that I am authorised to make this declaration on behalf of all persons involved in the hire.

By booking this facility you are making a contract that obliges you to abide by the conditions listed above and to pay the hire and other charges set out herein. These conditions are intended to balance and protect the interest of all users and the Clubhouse to ensure all activities are safe and within the law.

I confirm that I:

- **Have read the Blisworth Football Club Generic Risk Assessment and the Blisworth Football Club Trading Limited Fire Safety Risk Assessment;**
- **Will follow all actions detailed above;**

Name:

Purpose of hire:

Signed:

Date:

This declaration will be kept on file for the duration of the hire and safely destroyed when this has ended.