

spud Workshop Hire Agreement

Hirer Name: _____

Phone Number: _____

Email: _____

Address: _____

_____ Postcode: _____

DATE of Rental Agreement: _____

This contract represents an arrangement between SPUD and "Hirer" as named above. The following agreements apply to every instance in the future in which Hirer uses SPUD's Observatory space for any purpose. If Hirer fails to uphold any of the following agreements, the Hirer's access and privileges may be revoked.

The Space

The workshop space is fully fitted with tables and chairs for a maximum of 16.

- Use of the walls for mounting work or projection should be agreed with SPUD beforehand.
- Use of TV Screen & Projector
- Water should be kept away from all sources of electricity and all spillages to be cleaned up immediately.
- Workshop leaders are responsible for managing your groups and ensuring appropriate and safe behavior at all times, this includes the outdoor spaces, particularly as the building is in a residential area. Noise should be kept to a minimum, especially after dark.
- If any cutting equipment, paints, glue etc. are being used then the tables should be protected using cutting mats, boards or covers. Damage to the tables and other equipment may incur a charge.
- The workshop must be left clean and tidy at the end of the hire period. Additional/excess cleaning required will be charged at £11 per hour.
- When the Gallery Space is in use simultaneously, Hirers should ensure that workshop participants having to pass through the space do so quietly and as infrequently as possible.
- Workshops for young people or vulnerable adults – SPUD strongly recommends that Hirers have appropriate child and vulnerable adult protection policies in place and that workshop leaders **must** hold current DBS certification. A copy of SPUD's policies can be accessed at www.spudworks.org.uk or upon request. This does not imply that SPUD's policy covers Hirers.

Accessibility

Parking is very limited so please only use the adjacent car park for dropping equipment off then find a suitable parking space in the village. There is ample free parking on the streets and at Jubilee Fields Recreation Grounds. A single disabled parking space is available adjacent to the building. Please do NOT park in the Forest Lodge Car Park – this is Private Property. It is the responsibility of the workshop organizer to ensure that participants abide by this rule.

Hire Fee: A fee of £10/per hour (with the same charge for set up and clear out time) is payable by cheque or BACS or Paypal to SPUD in advance of taking up occupancy.

Deposits: for a workshop within 4 weeks of signing a contract, full payment should be made at the time of booking. For all other workshops, a 20% non-refundable deposit should be made at contract signing, with the balance payable 4 weeks prior to the workshop.

Please send a copy of your Public Liability Insurance and DBS Certificate (where applicable) along with this booking form (if you don't have public liability in place this can be purchased cheaply through Artists Newsletter).

Please tick payment method:

- Cheques payable to:** SPUD
- BACS:** Account Number - 20355214 Sort Code – 60.83.01 /Reference: Workshop Hire
- PayPal:** mark@spudgroup.org.uk

Hire Period (s):

From: _____ To: _____

From: _____ To: _____

For multiple bookings define period – eg Tuesday mornings from 1/4/18 for 3 weeks.
Please use additional sheet(s) if necessary.

Terms:

1. Payment of the full invoiced amount (less any deposit, if applicable) should be received at least 4 weeks prior to the booking, or immediately upon booking when the booking is made less than 4 weeks in advance
2. Either party may cancel this booking, providing a minimum of 4 weeks notice prior to the booking date is given in writing
3. SPUD is not liable for any injury or lost/stolen property.
4. No smoking, burning incense or open flames anywhere in the building
5. Hirers should not leave any valuables on display when the building is unoccupied.
6. Hirers assume responsibility for the security of the space during each hire period. This includes locking up and storage of any equipment.
7. Hirers cannot provide catering or bar facilities or bring in food or drink without prior agreement with SPUD
8. For any urgent issue that might compromise the structure of safety of the building, please call Mark Drury on **07881 950196**. Or Emma Chesters on **07970 898436**
9. Hirers are responsible for replacing any broken or damaged property caused by hirer and/or hirer's party. Any damages sustained to the building shall be rectified or compensated with seven (7) days.
10. Any lost or damaged keys for the building (if applicable) should be reported to SPUD immediately and replaced at cost to the Hirer.
11. Modification. This Agreement may be modified only by a written agreement signed by both parties.
12. Subletting and Assignment. Hirer will not assign this Agreement or sublet any part of the building.
13. Hirer is solely responsible for carrying her/his own public liability insurance – a copy of which must be supplied to SPUD prior to taking up occupancy.
14. The Hirer hereby agrees to accept full responsibility for and indemnify and hold harmless SPUD its officers and Trustees from any damage, losses, expenses or liability to third parties that may arise during and are related in any way to the Hirer's use and occupancy of the facility, to the extent such damage, loss, expense or liability arise out of negligent acts or omissions of the Hirer.

15. If the hirer has been given keys and access to the building then he/she must take full responsibility for setting the alarms and locking up if they are the last to use the building.

SPUD Liability Statement

I certify I have read, understand and will abide by the terms and regulations above.

Signing this agreement assumes full knowledge and acceptance of the above terms

Hirer Signature

Print Name

Date: _____

Signed on behalf of SPUD

Print Name

Date: _____