

## **ROOM HIRE AGREEMENT at CHY NOWETH AN CONTETH**

The conference room at Chy Noweth may be hired by individuals, companies and businesses wishing to hold sessions for training and other purposes.

The main conference room is equipped with chairs, tables and a screen.

The kitchen is also available for use.

Lavatory facilities include one male and one female cubicle and one for the use of the disabled.

All areas are on one level and wheelchair friendly.

The facility is available on weekdays when the Federation of Women's Institutes is not using it. Hire at weekends is by arrangement.

Hours available - 9-4.30 Monday- Thursday

9-4.30 Friday, Saturday, Sunday\*

Times outside those hours can be discussed upon application.

\*A charge will be made for a key holder to open and close the building on these days.

If hiring the room for more than one day consecutively, equipment may be left in the building overnight at the Hirer's risk and only by arrangement with the Owner.

No access is available to the offices, the smaller room or the basement.

### **Conference Room**

All chairs and tables to be left as they were set out. If lunch is eaten in the room, please ensure the tables are clean before you leave

### **Kitchen**

If the kitchen is used, it must be left clean and tidy with no unwashed crockery or cutlery and all surfaces wiped clean.

Provision of tea/coffee will be discussed before the agreement is signed.

### **Lavatories**

Please leave the facilities as you would wish to find them.

### **Parking**

All parking in the car park of Chy Noweth an Conteth is at the car owners risk.

## **COST OF HIRE**

Full day hire: .....	£100
Half-day hire: .....	£60
Hire by individual WIs.....	Free of charge
Keyholder charge for out of working hours.....	£20

**HIRE AGREEMENT - CONFERENCE ROOM AT CHY NOWETH AN CONTETH**

This Agreement is between Cornwall Federation of Women's Institutes (Owner) and  
.....(Hirer)

I/ We agree to hire the conference facility on .....(date)

From .....to.....(time)

I/We agree to leave the conference room, kitchen and lavatories clean and tidy.

I/We agree to vacate the building in a timely manner but **not before** the key holder (if required) has arrived.

I/We agree to report any breakages/problems to the staff or key holder.

If hiring for more than one day consecutively, I/we agree that equipment may be left overnight at Chy Noweth an Conteth at the Hirer's risk.

I/We confirm we have read the Agreement and will abide by the conditions set out herein.

Signed.....Hirer

Name and date.....

Contact number/email.....

Signed for Chy Noweth.....Owner

Name and date.....

Contact details.....

Key holders contact.....