

CORNWALL FEDERATION OF WOMEN'S INSTITUTES 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 Cornwall Federation of Women's Institutes is not using it. Hire at weekends is by arrangement.

Hours available 9am-4.30pm Monday- Thursday
 9am-4.30pm Friday, Saturday, Sunday*

Times outside those hours may 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 meeting 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.

Media

The Cornwall Federation of Women's Institutes does not have a television license or a Community Building Music License, therefore the playing of recorded music or broadcast television is prohibited.

Alcoholic Beverages

The sale of alcoholic beverages is prohibited on site, but the consumption of alcoholic beverages is permitted to those of legal drinking age.

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

**CORNWALL FEDERATION OF WOMEN'S INSTITUTES
ROOM HIRE AGREEMENT 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.

Purpose of room hire: _____

Maximum number of people using the facility: _____

Will any people under the age of 18 be using the facility?

Yes _____ (how many)

No

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

Hirer name

Hirer signature

Telephone

Email

Date

Owner name

Owner signature

Telephone

Email

Date

Key holder (name)

Key holder (telephone)