

## 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 hirer shall not use the premises for any purposes other than agreed and shall comply with all the conditions made in respect of the premises by the fire authority.

- No smoking on the premises is permitted.
- The sale of alcoholic beverages is prohibited on site, but the consumption of alcoholic beverages is permitted to those of legal drinking age.
- No animals other than guide dogs are permitted in the building.

The facility is available on weekdays. Hire at weekends is by arrangement.

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

Times outside those hours can be discussed upon application.

\*A charge is 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 Federation. The hirer shall indemnify the Federation for the cost of repair or replacement due to any damage done to any part of the property or equipment which may occur during the hire period.

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

### **Conference Room**

The conference room is equipped with chairs, tables, a screen and video conferencing equipment.

- Ensure any electrical equipment brought in has been PAT tested.
- 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.
- 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.

### **Lavatories**

Lavatory facilities include one male and one female cubicle and one for the use of the disabled. Please leave the facilities as you would wish to find them.

### **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. The hirer shall ensure that any rubbish must be placed in their own plastic bags and removed from the premises for disposal. This includes all recyclable items such as bottles, etc. The room should be left as found on arrival.

### **Accessibility**

All areas are on one level and are wheelchair friendly.

**Parking**

All parking in the car park of Chy Noweth an Conteth is at the car owner's risk.

**Extreme Conditions**

In the event of extreme weather, please use the contact number you have been given to ensure the venue will be opening before leaving home. If the venue is unable to open on the proposed date of hire, future alternative arrangements will be made on a hire by hire basis.

**Cost of Hire**

Full day hire \_\_\_\_\_ £115  
Half-day hire \_\_\_\_\_ £70  
Hire by individual WIs \_\_\_\_\_ Free of charge  
Keyholder charge for out of working hours \_\_\_\_\_ £25

**Single Bookings**

50% of the fee to be paid on booking, which is non-refundable. The balance is due within seven days after the hire date.

**Regular Bookings (6 or more)**

Full payment prior to the first date of hire. Thereafter, the hirer will be invoiced and payment is due within 7 days after each booking.

(For existing regular hirers, payment arrangements will remain unchanged)

**Cancellation**

The Federation Office Manager must be informed of a cancellation by email and phone as soon as possible.

**Cancelling on the Day of Hire**

As Cancellation above. If you have been given an out of hours contact number, please make contact as soon as possible. The full charges will apply.

**Payment Details**

Deposits and balances may be paid by BACS or by cheque.

If paying by BACS, our details are:

Account name: CWLL COUNTY FEDERATION OF WOMENS INST

Account no: 00918970

Sort code: 30-98-76

Please use reference: ROOMHIRE

If paying by cheque, please make cheques payable to CFWI and post to:

Cornwall Federation of Women's Institutes, Chy Noweth an Conteth, Truro Business Park, Threemilestone, Truro TR4 9NH

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 and payment structure set out herein.

\_\_\_\_\_  
Hirer name

\_\_\_\_\_  
Hirer signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Deposit (non-refundable) received (date)

\_\_\_\_\_  
For Cornwall Federation of WIs (Owner) name

\_\_\_\_\_  
For Cornwall Federation of WIs (Owner) signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Deposit (non-refundable) received (date)

\_\_\_\_\_  
Name of keyholder

\_\_\_\_\_  
Keyholder contact details