

CORNWALL FEDERATION OF WOMEN'S INSTITUTES
ROOM HIRE AGREEMENT AT CHY NOWETH AN CONTETH

The conference and small meeting 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 or vaping (including e-cigarettes) on the premises is permitted.
- Candles and naked flames prohibited on site
- The sale and consumption of alcoholic beverages is prohibited on site.
- No animals other than guide dogs are permitted in the building.
- The Cornwall Federation of Women's Institutes does not have a television license or a Community Building Music License, therefore the playing of recorded/ licensed music or broadcast television is prohibited unless a hirer obtains their own licence.

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

Hours available 9am - 4.30pm Monday- Thursday
 9am - 5pm Friday*, Saturday*, Sunday*

Times outside those hours can be discussed upon application.

If hiring the room/s 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, or the basement.

WiFi is available throughout the building.

Conference Room

The conference room is equipped with chairs, tables, a screen and video conferencing equipment and can accommodate 50 – 55 people.

Small Meeting Room

The small meeting room is equipped with chairs and tables and is ideal for small meetings, lone working, interviews etc. The room can accommodate up to 12 people.

Notices for all hirers:

- 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.

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 is 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:**Conference Room**

Full day hire _____ £115
Half-day hire _____ £70
Hire by individual WIs _____ Free of charge

Small Meeting Room

Full day hire _____ £70
Half-day hire _____ £40
Per Hour _____ £15
Hire by individual WIs _____ Free of charge

Deposit

A 50% deposit will be payable upon confirmation of a booking.

Regular Bookings

The hirer will be invoiced in arrears every 4 weeks, payment is due within 7 days of receipt of invoice.

Cancellation

Reception must be informed of a cancellation by email (reception@cornwallwi.org.uk) or phone (01872 272843).

If cancelling with less than 48hrs notice the full hire charge will apply.

Payment Details

Deposits and balances may be paid by BACS:

Account name: CWLL COUNTY FEDERATION OF WOMENS INST

Account no: 00918970

Sort code: 30-98-76

Please use reference: ROOMHIRE

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 Full Name)

Date of Agreement: _____

I/We agree to hire the following room/s (tick as applicable):

Conference Room ☐

Small Meeting Room ☐

Both Rooms ☐

on _____ (date/s)

From _____ to _____ (time)

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

I/We agree to vacate the building in a timely manner.

I/We agree to report any breakages/problems to reception.

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

For Cornwall Federation of WIs (Owner) name

For Cornwall Federation of WIs (Owner) signature

01872 272843 _____
Telephone

reception@cornwallwi.org.uk _____
Email

Deposit (non-refundable) received (date) _____

Please note: When you tour the CFWI facility we will ask to see one form of Photo ID with address.

Office Staff only to fill in the section below

Photo ID presented ☐

Key box code and alarm code provided ☐