



STARLEY HOUSING CO-OPERATIVE

TERMS & CONDITIONS OF USE FOR THE HIRE OF VICROFT COURT COMMUNAL ROOM & EQUIPMENT BY EXTERNAL ORGANISATIONS

In the event of cancellation a non-returnable deposit of £15 is required in advance for the use of the Co-operative's Communal Room.

The cost for hire of the overhead projector and ancillary equipment is £30 per occasion, except where the room is being hired for a whole day, in which case there will be no extra charge.

Due to the fact that the room is in a residential block, this room is not for hire for 18th and 21st birthday parties or any other party or event that is likely to be noisy and disturb residents.

Please note that the premises and equipment will be inspected after each usage. Any damage found will be noted and hirers will be informed as soon as is reasonably possible to do so. An invoice will be submitted to the hirer for any damage caused and this should be paid within 30 days of invoice. In the event of a dispute about damage and or costs, the hirer must notify the Co-operative's office at 17A Starley Road, Coventry CV1 3JU within 7 days of receipt of the invoice.

The following conditions apply to the hiring of the Communal room:

1. The room can only be used during the hours agreed with the hirer and the Co-operative.
2. There is a minimum period for hire of 2 hours.
3. During the period of hire and when entering or leaving the room, music levels and the volume of noise generally must be kept to a reasonable level and not cause disturbance or distress to residents in the block.
4. The person hiring the room is responsible for ensuring that attendees do not access the stairways, lifts or other common parts of the building.
5. Any crockery, cutlery, glasses etc should be washed and put away. Use of the dishwasher in the kitchen will not be allowed unless by prior arrangement.
6. Any rubbish must be cleared away, and put into the bins in the refuse areas outside of the building. The room should be left clean and tidy.
7. Ensure that the "fire exit" door exiting onto Croft Road/Queen Victoria Road is locked and secure before leaving the premises, and report to the Committee member designated for the rooms security before leaving the building.
8. The car parking area to Vicroft Court is for residential use only. However, we recognize that organizers of events may have materials and equipment to set up in the room and the room hirer may, therefore, use one or two available spaces in the parking area, though we cannot guarantee that a space will be available at any particular time. All other attendees must park elsewhere and not on the Vicroft Court site.
9. The room hirer may enter via the inner courtyard entrance to the communal room. All other attendees must use the entrance door to Queen Victoria Road for entering and exiting the room.
10. Please remember that the building and room is a Non-Smoking environment.
11. Please ensure you report any accidental breakages, this will ensure that the next people using the room have all the facilities available. Charges will be made for any damaged items.
12. The Co-operative has no available storage space for the hirer's property and does not accept responsibility for any goods or property left behind after the hire period has ended.
13. No artwork or any other items may be affixed to the walls in the room and will be removed if found. There will be a charge for any damage caused by items being fixed to the walls.
14. Banners and other display items must be kept away from ceiling lights and heaters due to fire risk.
15. No business or commercial transactions may take place on Starley Housing Co-operative property, without the prior and express written permission of the Co-operative Management Committee. If it is found that business or commercial transactions are or have taken place without prior permission whilst the room is under hire by an external organisation the Co-operative will terminate the hire agreement with that organisation immediately and will report the matter to the appropriate authorities. This does not apply to charges to pay for the hire cost of the room levied on attendees at your meeting or event. If you intend to charge for services rendered please let us know in writing in advance of your meeting or event.
16. You are solely responsible for ensuring that tax returns are submitted for any taxable income accrued from events or activities that take place during the period when the room is under hire to you and Starley Housing Co-operative accepts no responsibility for this.
17. Please note that you are entirely responsible for carrying out your own Health & Safety/Risk Assessments on the room in accordance with the purpose of the room's hire on each occasion of the room's use.

18. The maximum number of people using the room should be no more than 50, due to Fire regulations.
19. The exterior to the Queen Victoria Road fire door entrance has been designated a **No Smoking** zone. The space outside the communal entrance doors to the interior of Vicroft Court has been set aside for smokers, who are asked to stay away from the building when smoking and to use the cigarette bin affixed to the wall for ash and for extinguishing cigarettes.

**IN THE EVENT OF AN EMERGENCY PLEASE CONTACT THE OFFICE ON 02476 223111
OR LEE BROCK ON 07534500717.**

PLEASE LEAVE THE COMMUNAL ROOM AS YOU FOUND IT, AND REMEMBER THAT THIS IS A RESIDENTIAL BUILDING, WITH PEOPLE LIVING IN CLOSE PROXIMITY TO THE ROOM, SO BE AWARE OF EXCESSIVE NOISE LEVELS.

PLEASE ENSURE THAT HIRERS/ATTENDEES DO NOT ACCESS THE STAIRWAYS, LIFTS OR OTHER COMMON PARTS OF THE BUILDING AND THAT THEY LEAVE VICROFT COURT QUIETLY. THIS WILL AVOID DISTURBANCE TO RESIDENTS.

I/We agree to the above conditions:

Name/Organisation.....

Address.....

Contact telephone number.....

Event Type.....

Event Date(s)/Times.....

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Do you require use of the dishwasher Yes/No (delete as applicable)

Do you require use of the overhead projector and screen? Yes/No (delete as applicable)

Do you intend to levy a charge for services rendered whilst hiring the room? If so please specify below:

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Any other details/special requests.....

Total Cost.....

I/We understand that payment will be invoiced in advance usually one calendar month, and must be paid for before the event takes place.

Cancellations should be notified within 1 calendar month where possible.

Signature of Hirer..... Date.....

Please return this form to the Starley Housing Co-operative Office at 17A Starley Road, Coventry CV1 3JU