

KHIDMAH ORGANISATIONS PREMISES HIRE TERMS AND CONDITIONS

This Agreement constituting the Premises Hire Booking Form, these Terms and Conditions and the Health and Safety Information is made between the Hirer and Khidmah Organisation. The parties agree that the hiring will be carried out in accordance with this Agreement.

1. Definitions and Interpretation

- 1.1 Khidmah Organisation
- 1.2 The Hirer – means the person or organisation as set out on the Room Hire Booking Form.
- 1.3 The Premises – means 77 Coleman Rd Leicester LE5 4LE as set out in the Room Hire Booking Form.
- 1.4 Total Amount Due – means the total amount that the Hirer is required to pay to the Khidmah Organisation as set out on the Room Hire Booking Form.

2. Booking

- 2.1 The Hirer may submit their Room Hire Booking Form electronically however; the Hirer's booking will only be accepted upon receipt of a signed Room Hire Booking Form and all monies owed.

3. Use of Premises

- 3.1 The Hirer shall not use the Premises for any purpose other than that described on the Room Hire Booking Form and shall not sub-hire or use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol or smoking on the Premises.

4. Licences

- 4.1 The Hirer shall be responsible for obtaining any licences and for completing any returns that may be required by Copyright Licensing Agencies and all other similar bodies in connection with the hiring and the Hirer shall indemnify Khidmah Organisation against the consequences of the Hirer's failure to do so.

5. Gaming, Betting and Lotteries

- 5.1 The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention of the law relating to gaming, betting and lotteries.

6. Public Safety Compliance

- 6.1 The Hirer shall comply with all conditions and regulations made in respect of the Premises.

7. Electrical Appliance Safety

- 7.1 The Hirer shall notify Khidmah Organisation on the booking form of any electrical appliances they wish to bring and use at the Premises. They shall be safe and in good working order, and used in a safe manner and have been tested in accordance with current safety testing requirements.

8. Alterations

- 8.1 The Hirer must not make any alterations to the Premises or any other part of the fixtures and fittings

9. Food and Drink

- 9.1 The Hirer shall not and shall not allow food to be cooked or warmed on the premises.
- 9.2 No gas or electrical cooking or warming appliances can be used other than those already in place. No candles or flame producing items may be used on the premises.
- 9.3 The Hirer shall if preparing, serving food observe all relevant food and hygiene legislation and regulations.
- 9.4 If the Hirer wishes to use caterers on the Premises during the event the Hirer must ensure that the caterers comply with all health and hygiene legislations and regulations.
- 9.5 Only washing of utensils, plates and other small items is permitted. Washing of pots or any other such large equipment is **not** permitted on the premises.
- 9.6 All rubbish must be removed from the premises

10. Animals

- 10.1 The Hirer shall ensure that no animals except guide dogs are brought onto the Premises

11. General regulations

- 11.1 The Hirer shall ensure that there is no interference with the heating or electrical system.
- 11.2 The Hirer shall ensure that no more than 100 people to use the facility at any one time.

12. Nuisance

- 12.1 The Hirer must not do or allow anyone attending their hiring to do anything on the Premises which is or may become a nuisance to residents or other hirers or to the occupiers of adjoining or neighbouring premises. The Hirer

shall be responsible for requiring any person causing such a nuisance to leave the Premises. It is the Hirer's responsibility to ensure that the minimum of noise is made on arrival and departure.

13. Children

- 13.1 The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, they have appropriate child protection policies and procedures in place and that they themselves and those persons likely to have contact with children have been subject to enhanced Criminal Record Bureau checks.

14. Sale of Goods

- 14.1 The Hirer must not use the Premises for any auction sale, trade, business or for any illegal or immoral act or purpose and Khidmah Organisation reserves the right to cancel with immediate effect any hiring where such use is taking or is intended to take place without refund of the Total Amount Due paid (including any deposit paid).

15. Unfit for Use

- 15.1 Khidmah Organisation may cancel any hiring if the Premises or any of the Khidmah Organisation building that rendered unfit or become unavailable due to unforeseen circumstances and there shall be no liability to the Hirer other than to refund any of the Total Amount Due (including any deposit paid) for the cancelled hiring.

16. Refusal of Booking

- 16.1 Khidmah Organisation reserves the right not to hire the premises to any organisation or person without reason.

17. End of Hire

- 17.1 The Hirer shall ensure that the Premises are vacated at the time specified on the Room Hire Booking Form under 'Finish time of event' and no later than 10pm. In the event that the Hirer and his party have not vacated the Premises or any of the building by the time stated an additional charge of £10 per 15min will be applied.

- 17.2 The Hirer shall be responsible for leaving all parts of the Premises used and all surrounding areas inside and outside in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced; if this condition is not complied with Khidmah Organisation shall at its discretion make an additional charge.

18. Payment and Total Amount Due

- 18.1 The details of the Total Amount Due are set out on the Room Hire Booking Form.

- 18.2 The Hirer shall pay a refundable deposit of £50 on making the booking.

- 18.3 Confirmation of the booking will be sent by the Khidmah Organisation on receipt of the signed Room Hire Booking Form and all monies.

- 18.4 The Hirer shall pay the Total Amount Due or any balance not less than 4 weeks before the hiring is to take place. If the booking is made 10 days or less before the Premises are required the Hirer shall pay the Total Amount Due immediately. Cheques should be made payable to 'Khidmah Organisation

- 18.5 If payment is not made in accordance with this clause 18.4 or if any other terms of this Agreement not complied with then Khidmah Organisation reserves the right to cancel the booking. Any amount paid by the Hirer will not be refunded.

19. Damage

- 19.1 During the period of hiring, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Premises. All damage must be reported to the premises officer however minor.

The hirer indemnifies Khidmah Organisation from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the course of or caused as a result of the hiring.

20. Cancellation

- 20.1 No booking fee will be refunded once a hiring has been confirmed

21. Health & Safety

- 21.1 The Hirer acknowledges that he/she is familiar with the following:

- Fire alarm points
- Fire evacuation procedures, routes, refuge point and assembly point
- Premises officers contact details
- Location of first aid kit
- Internal reporting procedures for the duration of the hire which Khidmah Organisation will inform the Hirer of on the date of hiring.

- 21.2 The Hirer is advised to raise any points for concern with the premises officer at the start of or during the hire.

22. General Terms

- 22.1 Khidmah Organisation reserves the right to amend these terms & conditions without notice. Khidmah Organisations decision on all matters is final and binding.

Khidmah Organisation

HEALTH & SAFETY INFORMATION

Fire

A Fire risk assessment has been carried out for Khidmah Organisation. The assessments have identified the controls in place for fire safety. To ensure that these controls are met the event organiser will be responsible for persons under his/her control whilst on site and must notify their group members of the fire arrangements for the building, i.e. nearest exit door and assembly point.

Fire Instructions

What to do if you discover a fire:

- Raise the alarm immediately by pressing on of the break glass points
- Leave immediately by the nearest safe exit route, move quickly but do not run
- Stay outside the building and await the arrival of the Fire and Rescue Service and only return to the building when a member of staff gives the all clear.

If you hear the alarm or are warned of a fire:

- Leave by the nearest safe exit route, move quickly do not run.
- Assist any person with disabilities
- Report to the assembly point which is located outside the main entrance in front of the main car park.
- Stay outside the building and await the arrival of the Fire and Rescue Service and only return to the building when a member of staff gives the all clear.

Accident/Incident Book

Details of accidents which result in an injury must be entered in the accident book which the premises officer has upon his person

First Aid

First aid kit will be made available at the start of the hire

Risk Assessments

Risk assessments are completed for activities undertaken on site.

Electrical Equipment

Should you use your own electrical equipment whilst on site, you must ensure it is safe (i.e. through an inspection and testing regime) before it is connected to our electrical supply.

Facilities

Toilets are situated on the first floor

Further Information and Advice

For further details regarding the use of Khidmah Organisation premises visit www.khidmah.org