

# Conditions, Charges and Booking Form for the Hire of Space Within Ermington Store and More

1. The signatory of the application form shall be deemed to be the Hirer. Where a promoting organisation is named in the application, the organisation shall also be considered the Hirer and shall be jointly and severally liable here under with the signatory.
2. You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.
3. Payment for the hire of the Hub shall be made to Ermington Store & More via card or BACs or cash via the store.
4. The Committee may at any time cancel the hiring or withdraw permission for the Hirer to occupy any part of the hired premises if the premises are required for Parliamentary, European or Local Elections. In any such event, the Committee shall not incur any liability whatsoever to the Hirer other than for return of any fee or part thereof paid in respect of the hiring.
5. Ermington Store & More have a Premises Licence authorising the sale of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN.

The hall does not have a licence: with the

- Performing Right Society (PRS) for the performance of copyright music
- from Phonographic Performance Licence (PPL).

The Hirer shall, during the hiring, be responsible for:-

- taking all measures necessary to ensure that the permitted number of persons using the Hub does not exceed maximum occupancy - 32 people.
- supervision of the premises, the fabric and the contents; (ii) care of the premises, safety

from damage however slight or change of any sort; and (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

- ensuring that all proper safety measures are taken for the protection of the users
- Know where the fire exits are and In the event of fire, leading participants safely out of the building through the fire exit

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The Hirer shall, at the end of the hiring, be responsible for:-

- ensuring that the hired premises are vacated quickly and quietly by the times specified in the Licence: (Mon.-Sun 8.am. to 22.00 p.m) This includes "clearing-up time". ALL PATRONS OF EVENTS TO BE AWAY FROM THE HALL and ENVIRONS BY 23.00 HOURS
- ensuring that the hired premises are left in **a safe and secure condition in a clean and tidy state\***; all lights extinguished and no rubbish is left either inside or outside building. *\*A charge will be levied if the manager needs to clean any part of the Store and More premises in readiness for the next hiring.* Cleaning materials (washing up liquid etc) will be available but hirer should supply own drying cloths and additional black sacks (if required) for the removal of all rubbish.
- adhere to 4 week cancellation policy for both one off and regular bookings.

SMOKING IS **NOT PERMITTED** ANYWHERE WITHIN ERMINGTON STORE AND MORE.

The Hirer shall not permit or suffer any damage to be done to the hired premises or equipment and shall make good to the satisfaction of the Committee and pay for any damage thereto (including accidental damage) caused by act or neglect to themselves, their agents or any person on the hired premises by reason of the use by the hirer.

The Committee will not be responsible or liable in any way whatsoever or to any person whomsoever in respect of:-

- a) any damage or loss of any property brought onto or left upon the hired premises either by the Hirer or by any other person;
- b) any loss or injury which may be incurred by, or be done, or happen to, the Hirer or any person resorting to the hired premises by reason of the use thereof by the Hirer;

and the Hirer shall be responsible for and shall indemnify the Committee, its staff/volunteers

and agents against all claims, demands, actions and costs arising from the Hirer's use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.

To comply with Health and Safety Regulations and Conditions imposed by the Ermington Store and More's Insurance Company, celebratory fireworks must **not** be used in Ermington Store and More or its environs.

The Ermington Store and More Management Committee cannot be held responsible for any personal injury or damage if Hirers fail to comply with these Regulations and Conditions.

The right of entry to the hired premises at any time during the hiring is reserved to members of the Management Committee of Ermington Store and More and their Managers.

The Hirer shall not sub-let the hired premises or any part thereof and in the event of this condition being breached or any threat thereof, then the hiring will stand cancelled, the charges forfeited and the hirer and sub-hirer excluded from the hired premises.

Any notice to be given or the doing of any act on the part of the Committee shall be deemed to be given or done if given under the hand of, or done by, the person authorising the hiring.

**PLEASE READ CAREFULLY THE CONDITIONS DISPLAYED "WHAT TO DO IN CASE OF FIRE" NOTICE**

**FOR YOUR PROTECTION AND SAFETY - PLEASE COMPLY FULLY WITH THE LICENSING REGULATIONS AND THE CONDITIONS SET OUT ABOVE.**

**Agreed by Ermington Store and More Committee – December 2021**

# Hire Charges

## Community Hire Charges

Sessions	Hub	Cafe	Hub & Cafe	Kitchen
Rate per hour	£12.00	£12.00	£15.00	N/A)

## Commercial Hire Charges

Sessions	Hub	Cafe	Hub & Cafe	Kitchen
Rate per hour	£15.00	£15.00	£20.00	N/A)

## Notes

1. All charges include Heating & Lighting
2. The kitchen is only available to use during periods when the Cafe is closed. Kitchen hire includes all equipment, cutlery, crockery etc.
3. A deposit of 50% is required for private functions only (payable at the time of booking). The booking will not be regarded as confirmed until this deposit is received. In the event of a cancellation the deposit is forfeited.
4. Cancellation charge: The Committee reserve the right to charge a minimum of £10 unless 14 clear days notice of cancellation are given.

Charges effective from 1st April 2024 and will next be reviewed as at 1st April 2025.

## Booking Form

Name of Hirer		Date		
Organisation				
Address				
Tel No				
Email				
Description of event/activity				
Will you be providing:	Alcohol	Food	Live music	films
Frequency	One off	Weekly	Monthly	Other
	Date required	Starting from	Starting from	
Area required	Hub only	Cafe only	Hub & Cafe	
Day required			Time Required	

**Total cost for your booking for period from                      to                      £**

I have read and I confirm my acceptance of the Conditions of Hire of Ermington Store and More.

**Signed:**

**Date:**

Please return to Ermington Store & More with payment. Your booking is not secure without this signed form.

**Post:** Ermington Store and More, Church Street, Ermington, Ivybridge, Devon, PL21 9NJ.

**Tel:** 01548 831111    **Email:** [communityshop.ermington@gmail.com](mailto:communityshop.ermington@gmail.com)