



**Breakheart Community Project Ltd,
Breakheart Quarry, Dursley**

HIRING AGREEMENT

APPLICATION TO USE BREAKHEART QUARRY: (Please see terms and conditions before completing this form)

We would like to make a booking to use Breakheart Quarry as detailed below

On (date)

From (time) to

By (name)

On behalf of:

Details of Event.....

.....

The areas and or buildings we would like to use.....

.....

.....

Deposit due with booking £.....

Balance due before hiring £.....

Total hiring fee £.....

Security Deposit £.....

I have received, read and understood the terms of the 'conditions of hire' and confirm the details set out above

Name:

Address:

Telephone number :

Signed:

For Committee Use:

Hiring agreed by: On (date)

This request to use Breakheart Quarry should be forwarded to our Registered address :

Breakheart Community Project Ltd, Breakheart Quarry, Dursley, Gloucestershire, GL11 6ER
Telephone 07910069553 Email: info@breakheart-org.uk

Registered in England 2009, No 6865604

VISIT OUR WEBSITE: www.breakheart-org.uk



CONDITIONS OF HIRE

The following conditions apply to any booking agreed by the Breakheart Community Project Ltd (BCPL) committee.

1. The Hirer must be at least 18 years of age and be present through the whole period of hire. Completion of the Booking Form confirms acceptance of the conditions of hire.
2. No event may take place at Breakheart Quarry unless written confirmation of booking has been received by the hirer.
All bookings and requests for using Breakheart Quarry and Millend Wood must be made in writing on the official form.
 - a. For a single booking, the booking fee is refundable only if cancellation is made in writing at least 7 days before the period of hiring. For a series of bookings (three or more) the booking fee is refundable only if cancellation is made in writing at least 28 days before the start of the period of hiring.
 - b. Bookings may be made no more than one year in advance.
 - c. All bookings must be accompanied by a copy of the hirers Public Liability insurance certificate, to a minimum of £5000,000 cover.
3. During the period of hire, the Hirer is responsible for the following:
 - a. Any damage to the buildings, its fixtures, fittings, furniture and contents caused by them or anyone associated with the use of the premises.
 - b. Ensuring that no adhesives or fixings are applied to any part of the building under hire.
 - c. Restricting the maximum number of people present to the numbers agreed at the time of booking.
 - d. Ensuring that only the parts of the premises and site agreed at the time of booking are used.
 - e. At the end of the period, ensuring that all parts of the building that have been used are left in a clean and tidy condition, all lights are switched off, the doors and gates locked and the buildings and site are secured.
 - f. Returning the keys to Breakheart Community Project Ltd at address confirmed at time of booking no later than 11.00am the day after hiring or as agreed.
4. The deposit for the hire should accompany the hire request form unless prior arrangements have been made.
5. Balance of hire fee and security deposit should be made no later than 7 days before the event unless otherwise agreed at the time of booking. Failure to make the balance payment of the booking fee on time will result in booking being cancelled and deposit forfeited
6. Security deposit will be refunded within 14 days of the completion of the hire provided all conditions have been complied with.
7. Events must be run in accordance with booking details and any additional conditions specified at the time of booking.
8. A public footpath crosses the site therefore suitable precautions must be taken to ensure that members of the public using the path are not unduly inconvenienced nor their safety compromised.
9. It is the responsibility of the hirer that the site should be cleared of all litter.
10. The main gate shall be closed and locked after all vehicles have left the site.
11. The Directors accept no responsibility or liability:
 - a. For any loss to the hirer or any other persons, however arising, because of the non-availability of Breakheart Quarry and Millend Wood.
 - b. To the Hirer or any other person or their property or to any third parties for any claims arising in any way from the use of the building by the Hirer.
12. The Directors reserve the right to refuse any booking that they consider unsuitable without specifying the reason.