

Godalming College
Conditions of Hire – Main Hall, Lecture Theatre & Classrooms
within Main Building, Tuesley Lane, Godalming, Surrey GU7 1RS

1. The College will:
 - 1.1 Allow the hirer uninterrupted use of the rooms specified and agreed (unless there are exceptional circumstances such as a maintenance, security or other emergency issue);
 - 1.2 Permit the hirer and others attending the hiring use of:
 - Parking spaces in the staff/visitors car park and/or the student car park or as otherwise agreed with the College;
 - Toilets;
 - Water machines;
 - Electrical power sockets throughout the areas;
 - Other specific facilities that may be requested and agreed in advance (for example use of the WiFi internet, projectors and other audio visual equipment);
 - 1.3 Keep the premises in good repair, clean and at a reasonable ambient temperature appropriate to the nature of the hiring;

2. The Hirer will:
 - 2.1 Promptly pay the agreed hire fee when invoiced by the College;
 - 2.2 Keep the areas used clean and tidy and free from litter;
 - 2.3 Ensure that anyone connected with the hiring does not access areas of the College that are not included in the hiring.
 - 2.4 Maintain public liability insurance with cover for up to £5 Million. The College can provide cover if required for an additional charge;
 - 2.5 Ensure that any electrical appliances brought in for use in connection with the hiring are in safe working order and that the correct fuses are in place.
 - 2.6 Provide appropriate first aid cover.
 - 2.7 If the hiring involves activities for young people (under 18 years old) to provide confirmation that there are suitable 'child protection' safeguards in place.
 - 2.8 Comply with instructions given by the College relating to access and security.
 - 2.9 Report any damage that may have been caused to College property or equipment in conjunction with the hiring.

3. The Hirer will NOT:
 - 3.1 Use the premises for any purpose other than the intended use agreed with the College;
 - 3.2 Use the premises in such a way as to cause nuisance or annoyance to College staff, students or contractors or residents of any neighbouring property;
 - 3.3 Allow anyone not connected with the hiring to have access to the premises or to sub-let or allow anyone else to use the premises;
 - 3.4 Store or deposit any articles or equipment inside or outside the premises outside the times of the hiring unless prior agreement has been given by the College;
 - 3.5 Obstruct or in any way interfere with the entrance or access into the College, the Dining areas and the toilets;
 - 3.6 Remove from the premises any fixtures or fittings or other property.

4. The College will not be held responsible for loss or damage to any property belonging to the hirer or anyone connected with the hiring.

I agree to comply with the above Conditions:

Signed (Hirer).....Date.....