



A C.R.O.P.S. Project

Service level Agreement, Terms and Conditions for the hire of the KGP centre.

This agreement is between **CROPS (Community Outreach Projects Ltd.)** and
..... (name of person or company responsible (hirer)).

CROPS agree to ensure the centre is safe, warm, has water and toilet facilities that are clean.

The price of rental is agreed as per hour or full amount and includes the use of the specified room(s), kitchen and gardens (as long as not already booked by another group). Name of room(s) being hired. (This excludes refundable deposit – please see terms and conditions).

Tables and chairs are provided and can be set up prior to the group starting. If using the kitchen groups need to provide their own tea and coffee or make an arrangement with the Centre Manager. Children are not allowed in the kitchen.

If any person has nappies for disposal, please ensure that these are disposed of at home. We have limited facilities at the centre, should these be left and CROPS incurs extra costs because of this then the cost will be passed onto the named individual or company above.

Cancellation Policy

More than 7 days' notice a full refund can be made.

4 – 7 days' notice 50% of room charge.

0 – 3 days' notice full cost needs paying.

If a one off booking then payment should be made 2 weeks before booking. If a regular booking then individual or group will be invoiced monthly – with payment on invoice.

Conditions of booking:

The use of all facilities at the KGP centre is at the hirer's own risk. All users are advised to take out appropriate personal insurance.

All users should behave in a manner conducive to their own personal safety and that of other users. The person named as the hirer of the facilities is responsible for ensuring the good behaviour of the members of their group.

The hirer named in the hire agreement is responsible for evacuating their group in an emergency (see fire routine poster by control panel). In the case of an accident the hirer needs to take responsibility. A first aid kit can be found in the kitchen and office with an ice pack in the fridge. Some centre staff are first aid trained and will assist, if on site to the best of their ability. If out of normal working hours of the centre staff, the hirer is also responsible for raising the alarm and informing the appropriate authorities as needed.

If the booked event falls outside regular office hours, the hirer must ensure that the centres doors are locked to prevent unauthorised access. Should the hirer not wish to take this responsibility they may request staff cover for the event(s). This service is not available on Sundays or statutory holidays.

The hirers are responsible for ensuring the centre is vacated on time and left in a clean, tidy, undamaged condition (as found) with all waste produced by the event(s) removed. Failure to comply with this condition will result in a partial or complete retention of the deposit.

The sale of alcohol on the premises is strictly prohibited. Hirers may bring alcohol into the building for private consumption. However, CROPS would like to reiterate it is the hirers responsibility to ensure good behaviour of the persons present in their group.

Smoking in the building is strictly prohibited. Two ash trays for smoking outside the building are provided on the walls of the centre. 1 in the decking area and 1 at the front of the building near the entrance on the wall. Please ensure to use the ash trays provided.

Deposit of £20 is taken Yes/No (please delete as necessary). To cover any damage caused and cleaning charges as necessary. The hirer will undertake to leave the rooms and gardens clean and tidy in the condition as found and to take all reasonable measures to prevent any damage to the facilities from occurring.

The deposit is returnable at the end of the booking and everything being returned as found and of satisfaction to our caretaker/manager. If a booking(s) is/are extended the deposit will be kept and returned within two weeks from the date of the agreement termination, subject to deposit returns condition.

Termination of agreement. Both parties can give one month's notice in the event of wishing to terminate this agreement and the contents herein.

Date of booking: **Time of booking:**

..... (name of person and/or company responsible).

Signature **Date**

Address:

Contact telephone: **Email:**

CROPS representative

Signature **Date**