



COSBY PARISH COUNCIL

Cosby Victory Park

HIRING AGREEMENT – Parish Council Community Assets

Agreement:

This agreement sets out the requirements for the hire and use of Parish Council

Community Assets

Bookings

- a) All bookings for Community Assets must be made through Cosby Parish Council “The Council”.
- b) “The Council” is committed to supporting the community but expects the “Hirer” to take all reasonable care of the items and to return them in the condition supplied.
- c) All assets are booked on a per item basis. (Multiple items can be booked) (Fees are set out later in this document)
- d) “The Council” retains the right to decline any booking request without giving any reasons.
- e) Any missing or faulty items identified must be reported immediately and before use.
- f) A refundable security deposit is required for each asset hired**
- g) All deposits are non-refundable in the event of damage, lost items or non-return**

Application Procedure

- a) Any person who wishes to hire either gazebos or tables must complete this Hiring Agreement and pay the appropriate fee up-front prior to any use taking place unless otherwise agreed with “The Council”.
- b) Payments will be made to “**Cosby Recreation Ground Charity**” of which, “The Council” are the Trustees.
- c) No refunds can be made in the event of non-collection / non-use – the booking constitutes a commitment to pay the hiring fees.**
- d) Full contact details of the Hirer must be submitted with the application. Any subsequent changes must be notified as soon as possible.
- e) The hiring of and allocation of Community Assets will be based on a first come – first served basis.

- f) Any Hirer who has failed to return items or returned items damaged or minus parts will not be permitted to hire items from the Parish Council again.**

Terms and Conditions

General

- a) The Hirer will be responsible for any claim for injury or damage to persons, property or loss of property which may result from the hire or use of any Community Assets.
- b) All Community Assets are hired and used entirely at the Hirers and users risk
- c) The Hirer is responsible for any costs incurred as a result of any damage caused through the security deposit.
- d) The Hirer is responsible for the collection and safe return of the items within the designated times set by the Council.
- e) Any faulty item must be reported prior to use
- f) In the event that an item is faulty or parts are missing and the Council is unable to rectify the matter prior to use, a full refund will be made but no claims for compensation will be accepted.
- g) The Hirer, during the hire period will be responsible for:-
 - a. The correct setting up and safety of the Community Assets hired.**
 - b. The supervision and safety of all users.**
 - c. Using the products only for the purpose designed for.**
 - d. Preventing any illegal or unlawful activities taking place within or on the Council owned products.**
 - e. Insuring the items against damage, theft and misuse**

Before returning Community Assets: -

- a) Hirers must ensure that the products are clean with hard surfaces disinfected and ready for use by the next Hirer.
- b) Hirers must ensure that all parts are returned in the condition and quantity that they were supplied.
- c) Hirers must return all items correctly folded and packaged.

Cancellation Of Use

- a) In the event that ground / weather conditions are considered unsuitable or dangerous or for other reasons, "The Council" retain the right to cancel this Hiring agreement.

- b) Any hirer may cancel this Hiring Agreement at any time by giving a minimum of 1-month's notice in writing.
- c) In the event that "The Council" cancels the Agreement, a full refund will be made.

Agreed this Day of 20..... on behalf of:

Hirers name

Address

.....

Signature

For Cosby Parish Council (Cosby Recreation Ground Charity)

Name:

Signature:

Items booked: -	Qty	Fee: -	Deposit £50 per item
3 x 3 metre gazebo £9.00 per day – 2 available			
6 x 3 metre gazebo £18.00 per day – 1 available			
Folding Metal Buffet & Console Table – 4 available £25.00 per day			
6-Foot Folding Picnic Table – 2 available £35.00 per day			
Total fees		£	
Total security deposit		£	
Total upfront fee payable		£	
Deposit returned or retained		£	

Cosby Recreation Ground Charity

Fees Policy

The Recreation Ground Charity reserves the right to decline, pause, restrict or cancel any usage without explanation should there a need arise.

Schedule of Fees:

3 x 3 metre gazebo	£9.00 per day	£50 security deposit
6 x 3 metre gazebo	£18.00 per day	£50.00 security deposit
Folding Metal Buffet & Console Table	£25.00 per day	£50.00 security deposit
6-foot folding Picnic Table	£35.00 per day	£100.00 security deposit

The Trustees of the Recreation Ground Charity (Cosby Parish Council) reserve the right to waive any fees subject to application and there being an appropriate community benefit from such FREE use.

END