

## Hiring Thirst Youth Cafe

Conveniently situated in the centre of Bishop's Stortford, Thirst Youth Cafe is able to offer excellent small event facilities.

The cafe area is rustic and spacious, offering seating for up to 50 people. The facilities include a PA system and wide screen multi media screens. There are three computer desktops available for hire, which have access to the Internet. The cafe bar can be manned during the period of hire, at a cost of £12.50 per hour on top of the hire cost. Food and drink products are provided at normal retail price as part of the hire agreement.

Only food and drink bought from the cafe bar may be consumed on the premises unless agreed beforehand.

The use and operation of the building is governed by the charity known as Bishop's Stortford Youth Project a local charity which seeks to uphold a Christian ethos. As a result, the Charity would ask all hirers and users to ensure they do not promote or engage in activities which go directly against the Charity's ethos whilst using the cafe.

The Charity is also engaged in a partnership agreement with Hertfordshire County Council and therefore needs to ensure that all lease and use of the premises is in-line with this agreement.

### **Some key points to note**

#### **ACCESS**

**Outside of office hours** an approved key holder needs to be appointed to open and close the building. This person is **not** permitted to pass their keys to someone else, but must be present to open and close the premises **in person**. Also, it may be necessary to keep the entrance doors locked during your meeting.

#### **DISABLED ACCESS**

There is wheelchair access to the premises and we have a Disabled Toilet.

#### **RUBBISH**

If the event creates more rubbish than the existing bins will contain, please use black bin liners (under the sink) and remove the rubbish.

#### **LIVE MUSIC**

Due to the licencing regulations when playing live or recorded music all doors must remain closed. The volume of the music must not be excessive and be deemed at a satisfactory level. The music must not be able to be heard on the opposite side of the road with the doors closed.

There is also a requirement that no more than 3 people can gather at the front of the premises at any one time so as not to cause an obstruction to passers-by using the pavement.

## **Hiring Thirst Youth Cafe**

### **RATES**

Thirst venue - £12.50 per hour

To have the Thirst cafe bar open will require a member of staff and therefore will cost an additional £12.50 per hour.

There is also a compulsory additional £12 cleaning fee for each event.

### **EQUIPMENT**

We have the following equipment available which is included in the venue hire cost:

- TV and DVD
- Wireless internet connection
- Playstation 4
- Karaoke
- Three Computers
- Pool table

### **Food and Drink Available from Thirst Cafe:**

Thirst Cafe is able to offer food and drink for sale when a member of staff is hired along with the venue:

- Soft drinks: Coca Cola, Diet Coke, Fanta, Dr Pepper, 7up or Sprite
- Cold Drinks: Milkshakes (Vanilla, Strawberry & Chocolate), Speciality Milkshakes, Smoothies (Strawberry, Raspberry, Blueberry), Squash (Orange & Blackcurrant)
- Hot Drinks: Hot Chocolate, Speciality Hot chocolate, Coffee, Cappuccino, Latte, Tea
- Walker Crisps: Prawn Cocktail, Salt & Vinegar, Cheese & Onion, Ready Salted
- Chocolate bars and sweets: Mars, Twix, Snickers, Mint Aero, Maltesers, Chewits, Skittles, Chupa Chups Lollipops.
- Hot Food: Panini's (Cheese & Tomato, Chicken & Pesto), Cheese & Ham Toastie, Chips

# HIRE AGREEMENT OF THIRST YOUTH CAFE

*Please complete this form & return to: Charis Centre, Water Lane, B/S. CM23 2JZ, a signed copy will be returned to you as confirmation of the booking*

Name/Organisation: .....

Address: .....

.....

Telephone Number: .....

Date of Event: .....

Times Required: .....

**(inclusive of setting-out and clearing-up)**

Nature of Event: .....

Anticipated number of people (approx.).....

Name, Address and telephone number of person responsible if different from above:

.....

.....

## Hire Costs

Venue Costs: ..... hours x £12.50 per hour = .....

Staff Costs: ..... hours x £12.50 per hour, per person = .....

\_\_\_\_\_

Total hire costs: = .....

These costs can be paid on the day in cash to be given to the staff member in attendance, or by cheque which should be made payable to **Bishop's Stortford Youth Project** or alternatively, by bank transfer to Account name: Bishop's Stortford Youth Project, Sort Code: 30-90-84, Account number: 24177068.

A DAMAGE DEPOSIT of £200 is agreed in addition to the hire cost, which will be held by way of a post dated cheque dated for the date of hire, to be refunded at our discretion.

UNDERTAKING I/We have read and understand the terms and conditions of hire and undertake to comply with the conditions, rules and regulations contained therein.

Signed (Hirer) \_\_\_\_\_ Signed (BSYP) \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

***Bishop's Stortford Youth Project reserves the right to cancel a booking at any time.***

# **Hiring Thirst Youth Cafe**

## **Terms and Conditions of Hire**

### **Introduction**

The management of Thirst Youth Cafe, hereafter known as Thirst, rests with the Bishop's Stortford Youth Project management and trustees.

### **Use of Thirst**

The use of Thirst and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

### **Application to use Thirst**

- a. Application for Thirst use shall be made to the Bishop's Stortford Youth Project Admin Team
- b. The right to refuse any application for the use of Thirst facilities is reserved to Thirst management and trustees.
- c. Thirst management ask to be made aware of the intended purpose of hiring the venue. Thirst management also reserve the right, if deemed necessary, to ask that programme/course content, scripts for events such as dramas, concerts and the like should be submitted for approval by Thirst management before the booking is confirmed. Thirst management reserves the right to exercise discretion and refuse any event. Thirst management reserves the right to cancel any event where changes to the agreed programme, course or script are made and not notified to Thirst management.
- d. All requirements of use shall be declared to Thirst management prior to the event, when completing the booking form. Any details not covered by the booking form should be included in a covering letter and returned with the booking form. Thirst management reserves the right to levy additional charges for any services or facilities provided at an event which have not been specified on the booking form or in a letter accompanying the booking form.

### **Booking Conditions**

- a. The Hirer may be required to pay a deposit or damage deposit with a completed booking form. The balance of the hire charge shall be paid within 28 days of the event.
- b. Cancellation of booking shall be made no later than 14 days prior to the event date. Any cancellation made after this time may result in a charge up to the full rate of the original booking.
- c. The Hirer will be held responsible for any damage caused during the period of hire to any part of Thirst, site or property both internal and external. Any damage caused by the Hirer or the Hirer's guests must be paid upon receipt by the Hirer of the total cost of repairs or replacements.

### **Insurance**

- a. Thirst's Public Liability Insurance provides cover for injuries arising from a defect of the premises or of the contents of the building. There is no cover against any injury arising from any action or negligence by the Hirer. Hirers should therefore note that they must accept responsibility for adequate supervision and for arranging suitable insurance cover to cover personal accidents, third-party claims, any loss/damage to the Hirer's possessions, or any loss/damage to Thirst and its furniture, equipment and fittings resulting from the hire.
- b. The Hirer shall not use or permit the use of the premises for any unlawful purpose or in any unlawful way. The hirer shall not do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
- c. It is possible for a Hirer to take out a Public Liability Policy with most insurance companies for the period of hire. The limit of indemnity for this type of policy should not be less than £2,000,000 (two million pounds).
- d. The Hirer should ensure that their Public Liability Policy includes damage to premises under their control.

## **Licensing**

- a. The hirer shall be responsible for ascertaining, obtaining and complying with any licences and special fire precautions necessary in connection with the booking.
- b. The hirer shall be responsible for the observance of all regulations pertaining to the premises stipulated by the Licensing Justices, the Fire Authority, and the Local Authority or otherwise.

## **Safety Requirements**

Nothing should be done which will endanger the users of the building and the policies of insurance relating to it and to its contents. In particular: -

- a. Obstructions must not be placed in any gangways, corridors, stairways or exits. Fire exits must never be obstructed.
- b. The emergency lights must not be covered as they illuminate when power has been cut to show exit signs and routes.
- c. Fire-fighting apparatus shall be kept in the designated places and only used for its intended purpose.
- d. The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to Thirst management.
- e. Performances involving danger to the public shall not be given.
- f. Highly flammable substances shall not be brought into, or used, in any part of the premises.
- g. No decoration shall be erected or suspended from any part of the premises except by prior consultation and with the written agreement of Thirst management. If such permission is granted, decorations must be erected clear of the walls so as to ensure no damage to the property in consequence thereof. No decoration of a flammable nature shall be erected or suspended on any part of the premises.
- h. The use of naked flame, smoke machines, lasers and pyrotechnics are prohibited without the prior written consent of Thirst management.
- i. The First Aid boxes shall be readily available to all users of the premises. They are located in the cafe bar area. Thirst management shall be informed of any accidents or injury occurring on the premises.
- j. All electrical equipment brought into the building shall comply with the Electricity At Work Regulations 1989. Thirst management disclaims all responsibility for all claims and costs arising out of any such equipment that does not so comply.

## **Smoking Policy**

There is a strict "No Smoking" policy throughout Thirst. The Hirer is responsible for ensuring that all visitors to Thirst adhere to this policy.

## **Intoxicating Liquor**

No intoxicating liquors are permitted on any part of the premises, at any time.

## **Betting, Gaming and Lotteries**

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the persons or organisations responsible for functions held in Thirst premises shall ensure that the requirements of the relevant legislation are strictly observed.

## **Storage**

The permission of Thirst management must be obtained before goods or equipment are left or stored at Thirst.

## **Loss of Property**

Neither Thirst nor Thirst management can accept responsibility for damage to or the loss or theft of, Thirst user's property and effects.

**Car Parking**

There is no parking facility at Thirst. When delivering or picking up equipment cars/vans shall not be parked so as to cause an obstruction at the entrance to, or exits from Thirst.

**Care of Property**

- a. No nails, spikes, screws or tacks shall be driven into any part of the property.
- b. Furniture and other movable items are not to be moved by the Hirer without prior permission from Thirst management staff.
- c. No structure of any kind may be erected in any part of the hired premises except with the consent of, and under the supervision of Thirst management staff.
- d. All furniture and fittings belonging to or leased by the Hirer shall be removed from Thirst not later than 9am the morning following an event, unless a prior agreement has been made. However, Thirst management reserves the right to ask the Hirer to remove all their items on the same day as the event.

**Other conditions of use**

- a. All notices and placards advertising the event must bear the logo and contact point of the Hirer and if applicable, the organisation which the Hirer represents.
- b. Adequate staff must be provided by the Hirer for the issuing and checking of tickets to the event and for supervision of the event to ensure public safety. In the event of Thirst providing such staff, charges in addition to the hire charge shall be made.
- c. The Hirer shall not arrange or permit to take place at Thirst during the hiring: -
  - Any broadcasting (visual or sound) of television, radio or mechanical/electronic reproductions.
  - Any filming whether for newsreel or television purposes without first making an application in writing for the approval of the same to Thirst management. Such approval, if granted will be subject to the terms and conditions laid down by Thirst management.