

spud Event Hire Agreement

Hirer Name: _____

Phone Number: _____

Email: _____

Address: _____

_____ Postcode: _____

DATE of Rental Agreement: _____

This contract represents an arrangement between SPUD and "Hirer" as named above. The following agreements apply to every instance in the future in which Hirer uses SPUD's space for any purpose. If Hirer fails to uphold any of the following agreements, the Hirer's access and privileges may be revoked.

The Space

The Gallery space is approx. 2.7mtrs high with 40 sq mtrs floorspace (5 x 8mtrs) and 30 linear mtrs of hanging space.

Access gallery is through the front doors of the SPUDWorks building. Temporary parking is available immediately outside for unloading.

There are two independent office spaces leading off from the Gallery. Tenants may need to access these spaces through the Gallery and Hirers should ensure that this access is not blocked by exhibits. These doors also provide secondary Fire Exits in case of emergency.

There is a finite total building capacity limit of 120 people for Health and Safety reasons.

The Workshop Space is adjacent to the Gallery and Event hire includes sole use of this space in addition to the Gallery.

The Workshop Space: The workshop space is fully fitted with tables and chairs for up to 20 people. This room can be used as a breakout space, or set up for coffee/tea/lunch. Access to the Workshop space is through the Gallery.

Insurance: The Hirer should have Public Liability Insurance of minimum £2,000,000. Hirers are responsible for ensuring that any events involving children and young people have appropriate risk assessments, child protection policies and DBS checked adult(s) in place. SPUD may ask for evidence of these at any stage.

Catering: Any catering (other than drinks and nibbles) should be undertaken off-site and brought in as there are no facilities for catering other than provision for hot and cold drinks.

Accessibility: Parking is very limited so please only use the adjacent car park for dropping equipment off then find a suitable parking space in the village. There is ample free parking on the streets and at Jubilee Fields Recreation Grounds. A single disabled parking space is available adjacent to the building. Please do NOT park in the Forest Lodge Car Park – this is Private Property. It is the responsibility of the workshop organizer to ensure that participants abide by this rule.

Hire Fee:

Rates for events rates are based on 4 hour sessional blocks. Hirers can *only* rent a block, not part of a block. A Block must cover set up, clearing and the event itself.

Blocks are 9.00am – 1.00pm; 1.00pm – 5.00pm. 5.00pm – 9.00pm Evening Blocks timings may be varied by negotiation.

Fees are: £70 per 4-hour block, with discounts available for bookings of 3 or more blocks.

Deposits: for an event within 4 weeks of signing a contract, full payment should be made at the time of booking. For all other events, a 20% non-refundable deposit should be made at contract signing, with the balance payable 4 weeks prior to the event.

Fees are payable by cheque or BACS or Paypal to SPUD in advance of taking up occupancy.

Please send a copy of your Public Liability Insurance along with this booking form (if you don't have public liability in place this can be purchased cheaply through Artists Newsletter).

Please tick payment method:

- ☐ **Cheques payable to:** SPUD
- ☐ **BACS:** Account Number - 20355214 Sort Code – 60.83.01 /Reference: Your Name, Event Hire
- ☐ **PayPal:** mark@spudgroup.org.uk

Space(s) required – tick box as required

- ☐ **Gallery**
- ☐ **Workshop**

Hire Period (s), Time(s) and Fee :

Date: _____ Time: _____ Fee: £ _____

Terms:

1. Payment of the full invoiced amount (less any deposit, if applicable) should be received at least 4 weeks prior to the booking, or immediately upon booking when the booking is made less than 4 weeks in advance
2. Either party may cancel this booking, providing a minimum of 4 weeks notice prior to the booking date is given in writing
3. SPUD is not liable for any injury or lost/stolen property.
4. No smoking, burning incense or open flames anywhere in the building
5. Hirers should not leave any valuables on display when the building is unoccupied.
6. Hirers assume responsibility for the security of the space during each hire period. This includes locking up and storage of any equipment.
7. Hirers cannot provide catering or bar facilities or bring in food or drink without prior agreement with SPUD
8. For any urgent issue that might compromise the structure of safety of the building, please call Mark Drury on **07881 950196**. Or Emma Chesters on **07970 898436**

9. Hirers are responsible for replacing any broken or damaged property caused by hirer and/or hirer's party. Any damages sustained to the building shall be rectified or compensated with seven (7) days.
10. Any lost or damaged keys for the building (if applicable) should be reported to SPUD immediately and replaced at cost to the Hirer.
11. Modification. This Agreement may be modified only by a written agreement signed by both parties.
12. Subletting and Assignment. Hirer will not assign this Agreement or sublet any part of the building.
13. Hirer is solely responsible for carrying her/his own public liability insurance – a copy of which must be supplied to SPUD prior to taking up occupancy.
14. The Hirer hereby agrees to accept full responsibility for and indemnify and hold harmless SPUD its officers and Trustees from any damage, losses, expenses or liability to third parties that may arise during and are related in any way to the Hirer's use and occupancy of the facility, to the extent such damage, loss, expense or liability arise out of negligent acts or omissions of the Hirer.
15. If the hirer has been given keys and access to the building then he/she must take full responsibility for setting the alarms and locking up if they are the last to use the building.

SPUD Liability Statement

I certify I have read, understand and will abide by the terms and regulations above.

Signing this agreement assumes full knowledge and acceptance of the above terms

_____	_____	Date: _____
Hirer Signature	Print Name	

_____	_____	Date: _____
Signed on behalf of SPUD	Print Name	