

PAD STUDIOS – HIRE AGREEMENT 2025

Agreement between: OPDA (the “Charity”) and [Hirer’s Name] (the “Hirer”)

1. Hirer’s Confirmation

The Hirer confirms that they are at least 18 years old and entering this Agreement for business purposes, not as a consumer.

2. Bookings and Extent of Hire

The Charity agrees to permit the Hirer to use all or part of the Premises for the agreed purpose, on the booked session date(s) and times, as confirmed at the time of booking.

3. Fees, Deposits and Cancellations

Full payment of the hire fee is required at the time of booking. Bookings are not confirmed until payment has been received in full.

In addition to the hire fee, the Hirer must pay a refundable damage deposit of £[amount], due at the time of booking. This deposit will be returned within 7 days after the hire, provided no damage or extra cleaning costs arise.

Cancellation refunds depend on notice given: 4+ weeks = full refund, 10 days–4 weeks = 50% refund, less than 10 days = no refund (damage deposit always refunded).

4. Force Majeure

Neither party is liable for events beyond their reasonable control. In such cases, the Charity will refund the Hirer on a pro-rata basis for sessions not delivered.

5. Charity’s Right to Cancel

The Charity may cancel bookings due to Force Majeure, or by giving 7 days’ notice (single bookings) or 30 days’ notice (block bookings). All fees and deposits will be refunded within 7 working days.

6. Hirer’s Right to Cancel

The Hirer may terminate if the Charity breaches the Agreement and fails to fix the issue within 7 days of notice. Unused hire fees and the damage deposit will be refunded.

7. Damage and Deposit

Studios will be inspected after hire. Any damage or extra cleaning costs will be deducted from the deposit. If costs exceed the deposit, the Hirer remains liable.

8. Conditions of Use

The Hirer must observe Schedule C conditions, only access during agreed hours, and may face extra charges for overstaying.

9. Liability

The Hirer is responsible for safety, property damage, and attendee conduct, except where negligence is proven against the Charity.

10. Insurance

The Hirer must hold public liability insurance of at least £1,000,000 per incident and provide proof on request.

11. General Provisions

Agreement covers VAT, assignment, notices, entire agreement, no tenancy rights, and is governed by the laws of England and Wales.

Schedule C – Hirer Responsibilities

The Hirer must NOT: sublet, allow smoking, alcohol, flames, or nuisance. The Hirer MUST: clean, remove rubbish, PAT test electricals, follow safety rules, supervise sessions, safeguard children, and secure the premises.