

The Haven in Stonehaven

SPACE HIRE TERMS and CONDITIONS

The Venue's details:

The Venue	The Haven in Stonehaven
Address	3 Market Square Buildings, Stonehaven AB39 2BY
Email	hello@thehaven.co.uk
Telephone	+44 7498 498 235
Bank details	Bank: Bank of Scotland Account holder: The Haven in Stonehaven Ltd Sort code: 80-22-60 Account: 16618465

Bookings:

- 1 All applications for the hire of rooms must be made in writing to the Haven in Stonehaven staff, via our website or via e-mail and filling in the online form.
- 2 The person named on the Booking Form shall be considered the Hirer.
- 3 All bookings must have an individual person named as the Hirer. Where an organisation is named, the person signing as Hirer confirms that they do so with the full authority of the organisation.
- 4 The Hirer must be over 18.
- 5 Under 18s must be accompanied by adults, as per our safeguarding policy.
- 6 Bookings will be classed as provisional until a completed Booking Form is received, and any variation to a booking must be agreed by both parties in writing.
- 7 Provisional bookings will be held for a period of one week for one-off hires and 2 weeks for regular hires. If not confirmed at the end of this period, the date will be released.
- 8 If you have a regular booking as a 'Havenite' of a one off event/class/activity and you will not be using the studio for a period of two or more weeks (for example, during the holidays), you must notify the Haven 2 weeks in advance, otherwise cancellation charges will apply.
- 9 If you have a regular booking of a series of classes you need to confirm booking of the next batch of bookings 2 weeks before their start.

Charges and Cancellation fee:

- 1 Charges are available from The Haven and are determined by The Haven.
- 2 Hire charges are invoiced in the month prior and must be paid by the start of month of the invoice
- 3 A penalty fee of the hourly hire per room will be charged for exceeding the end time of a booking beyond 25 minutes.
- 4 Cancellation charges will be applied as detailed:
A month as per invoice
7-14 days 50% of the total cost will be charged
7 days and less 100% of the total cost will be charged
Notice of cancellation must be in writing and is effective on the date received by The Haven Staff.

Health, Safety and Safeguarding:

- 1 The Hirer should be aware of the Fire Safety Instructions on display.
- 2 Hirers are responsible for keeping their own room register.
- 3 Hirers are responsible for Health and Safety, providing information about procedures, Fire Exits, manual handling regarding the stacking of chairs and tables, slip & trip hazards, health & hygiene guidelines for in person gatherings at The Haven, and etc. Hirers need to make participants to their sessions aware of the need to keep the stairwell clear and unobstructed when arriving and leaving the Haven.
- 4 No Fire Exits may be blocked, chairs or other obstructions must not be placed in front of heaters, or fire appliances removed or tampered with, fire doors must not be propped open.
- 5 Any accident, no matter how minor, must be recorded in the Accident Book in the first aid kit in either the studio or the bathroom.
- 6 Emergency Evacuation: The Hirer is responsible for holding a list of all attendees (e.g. a signing in sheet) in case of emergency evacuation. The Hirer shall be responsible for advising attendees of the evacuation procedure as set out and advised by Management.
- 7 Hirers are required to agree to and follow our Safeguarding policy for adults and children, available on our website.
- 8 Hirers are required to agree to and follow Government Health & Safety guidelines during times of social crisis for in person gatherings, unless told otherwise.

Terms of occupation and use:

- 1 The hire of the building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the hired space at any other time.
- 2 Hire Period: The hire period is the time that the Hirer commences and

finishes using the hired space. It includes the time taken for setting up and clearing up.

- 3 On vacation of the building, the hirer shall leave the hired space in a clean and orderly state. Rubbish must be cleared and suitably disposed of in the receptacles provided. In the case of large events, all rubbish must be taken away by the Hirer. The premises must be left clean and tidy.
- 4 Property of the Hirer must be removed from the hired space within 15 minutes after the expiration of the hiring, or fees will be charged for each hour, or part of, until it is removed. The Haven accepts no responsibility whatsoever for any property left on the premises after the hiring.
- 5 The hired space shall only be used for lawful activities.
- 6 The Haven is used by a large number of people for a variety of activities, including meditation or yoga classes, ritual, meetings, etc. With this in mind, please be aware that your booking may be impacted by other activities. At certain periods the activity and noise from the Market Bar downstairs may impact bookings.
- 7 The Haven does not represent the hire spaces as suitable for any particular purpose, and the Hirer must satisfy him/herself in this respect.
- 8 There is no provision of on-site storage for large items for an extended period for the Hirer. Storage for special items to regular hires is at an additional cost to the space hire.
- 9 Sub-letting: The Hirer shall not sublet the hired space, or any part of it.
- 10 Lighting: No additional lights or extension from the existing electric light fittings shall be used without the previous consent of the Management. Any permitted additional stage lighting, sound, or audio-visual or other such equipment should be competently installed and operated.
- 11 Lost Property will be stored in the hallway table or the office for a period of 1 month, thereafter it will be disposed of/donated.
- 12 One off hires will be opened and closed by a member of Staff or Volunteer appointed by The Haven.

Right of refusal:

- 1 Management may refuse any application for the hire of rooms without stating a reason.
- 2 No organisation shall be deemed to have an undisputed right to a booking or an unbreakable series of bookings. In cases of doubt or difficulty, The Haven Staff shall refer the matter to the Board of Trustees, whose decision shall be final.
- 3 Cessation of Activity: The Haven has the right to put a stop to anything not properly or reasonably conducted.

Refreshments:

- 1 The Haven does not provide catering or refreshments for one off hires, and

therefore they are entirely the hirer's responsibility.

2. Refreshments of tea and coffee are available on a donation basis with prior arrangement to Havenites/Regular hires.

Social Events:

- 1 The Hirer is responsible for obtaining any licence that may be required for their intended purpose. Any such licence must be shown to the Haven Management.
- 2 No drug or alcohol consumption is allowed on The Haven premises.
- 3 All music must cease at 9 pm and the site must be vacated by 11:30 pm.
- 4 Capacities: The maximum number of people allowed in each hired space will be set by Management and must not be exceeded.
- 5 Smoking is not allowed in any enclosed space.

Publicity:

1. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, social media, websites, and all other forms of media.
 - **One-off hires/non Havenite regular hires:** It is the responsibility of the hirer to advertise the activities for which they are renting the space.
 - **Regular hire/Havenites:** Advertising for services and activities must follow the guidelines outlined in the coworking agreement.
2. All users must seek the approval of Management before using the term The Haven in their organisational name for whatever purpose.

Culpability:

- 1 Except for wilful negligence, The Haven will not be responsible for any loss of, or damage to the Hirers' or any third party's property using the hired space during the hiring period.
- 2 Nor for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the facilities to be temporarily closed, or the hiring to be interrupted or cancelled.
- 3 Hirers' who are offering physical classes or active instruction must provide the Manager with confirmation of their professional insurance.
- 4 For smaller social events, Hirers are advised to check their personal property insurance as this level of insurance may be covered under their policy.
- 5 For larger social events Hirers are advised to seek additional insurance to

cover all aspects of their event including personal injury.

- 6 Breakages and Damage: The Hirer is responsible for all damage to the hired space, equipment, furniture and property in the space and grounds during the period of hire. The Hirer will be responsible for replacement "as new" of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.
- 7 Security: The Haven accepts no responsibility for the property of persons attending or organising an event.
- 8 Any property brought on to the premises is entirely at the owner's risk.

Signage:

- 1 The Hirer shall remove any sign, flag, emblem or other decoration displayed outside or inside the hired space if, in the opinion of Management it is in breach of local regulations.
- 2 Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors, fences or any other furniture at The Haven.

I have read, understood, and accepted The Haven's terms and conditions stated in the space hire agreement above. (Filling out the online form is in place of manual signing)

Name: _____

Date: _____

Signature: _____