



# Hiring of C.Y.A.C. Premises

## TERMS & CONDITIONS

1. Application for use of the Courtyard Youth Arts Centre (C.Y.A.C.) must be made to the Centre Coordinator/Finance Administrator. A booking is confirmed on receipt of the signed booking Forms and Terms and Conditions. Should the booking need to be cancelled, please ensure that you contact us more than 24hrs in advance otherwise the full hire fee will be payable to the Courtyard Youth Arts Centre.
2. The caretaker/cleaner cannot be required to undertake as part of his/her ordinary work for which he/she is paid by the County Council any work arising from the use of the premises for purposes other than council purposes. However he/she is at liberty to contract specially with the promoters of entertainment, meetings, etc. for the execution of work in connection with such activities, but upon the clear understanding that it forms no part of his/her employment by the County Council.
3. The venue is normally available for hire from 9am - 9pm Monday to Thursday and 9 – 5.30pm on Fridays. Staff Cover is provided based on the above hours and therefore the time of hiring must be strictly adhered to and access to the premises for preparatory work in connection with the hiring must be covered by an extension of the hiring period.
4. **Parking is not** permitted on the Courtyard Premises unless a disabled badge is present. This also includes pick up & drop off of children by parents. Pay & display parking is available in the Somerfields Car Park on Victoria Road under their terms & conditions. Please ensure that all attendees, colleagues and tutors are aware of this.
5. **Smoking is not** permitted anywhere on the premises including the courtyard. Notices must be displayed at all public meetings and activities specifically forbidding smoking on the premises.
6. Equipment must not be moved without prior consent of the Centre Co-ordinator or Administrator.
7. Alcohol may not normally be consumed on C.Y.A.C. premises, but this restriction may be waived in special circumstances. Where agreement is given for the consumption of alcohol, the hirer must accept responsibility for compliance with licensing laws.  
  
Liquor Licence: - obtainable from the clerk to the Magistrates' Court
8. The premises holds a Public Entertainment Licence which allows a maximum of:  
Performance Hall – 100 persons  
Dance Studio – 40 persons  
Jesters – 60 persons  
The above maximum numbers include staff, performers and audience members.
9. The hirer must ensure that adequate supervision is available at all times and see that no unauthorised persons are permitted to enter the premises. All security and fire precaution measures must be adhered to.
10. The use of the premises shall not be granted for any purpose that may appear questionable or undesirable or which interferes in any way with operational activities of the establishment.
11. The laying of any composition or other preparation on the floors is prohibited.
12. No screws or nails shall be driven onto the premises or furniture and placards shall be affixed to any part of the premises. Those responsible for the hire of the premises shall prevent anyone

sitting or standing on the windowsills and walkway railings, or standing on chairs, tables or any equipment.

13. The hirer shall take good care of, and shall not cause damage or permit or suffer any damage to be done to the hired premises, or any part thereof to any fittings, equipment or other and shall make good and pay for any damage thereto (including accidental damage) caused by any act or neglect of himself or any person reporting to the hired premises by reason of the use of the hired premises by him/her.
14. It shall be the responsibility of the hirer to satisfy himself/herself that the premises, furniture, fixture and fittings are fit for this purpose.
15. The hirer shall undertake not to infringe any copyright and shall undertake to indemnify the Council and C.Y.A.C. Management Committee against all proceedings, actions, claims and demands which may be taken or made against the Council or C.Y.A.C. Management Committee for any alleged infringement of any copyright.
16. No advertisements or publicity material promoting smoking shall be displayed on C.Y.A.C. premises. Non-observance of this restriction may lead to termination of the hiring without further notice. Any sums paid by the hirer will be forfeited in such a case.
17. The hirer agrees to pay the additional fee (included in the total charge) for public liability insurance arranged by Oxfordshire County Council, who undertake to effect policies of insurance providing the hirer with indemnity for all sums up to a maximum of £5,000,000, which the hirer becomes legally liable to pay as compensation arising out of accidental bodily injury and/or illnesses to members of the public or accidental loss or damage caused to property, not owned by the hirer, which arises out of use of the premises. There is an excess payable for each claim.
18. Where public liability insurance cover has not been arranged by Oxfordshire County Council, the hirer confirms the insurance cover in respect of both the hirer's liability to the public and their liability to the council and C.Y.A.C. under the terms of this hire, has been arranged with limit of indemnity of at least £50,000,000. A copy of the certificate of insurance must be provided to the Centre Co-ordinator before the hire takes place.
19. All means of escape, security and fire precaution measures, instructions and notices must be adhered to during the hire.
20. Please pass this information on to all colleagues/tutors/supervisors who form part of the hiring group so they are aware of these conditions.
21. C.Y.A.C **accepts no responsibility** for any equipment, property or personal belonging's brought on to or left at the premises, and **all liability for loss or damage is hereby excluded.**

I have read, and will ensure observance by persons using the premises of, the Council's and the Courtyard Youth Arts Centre conditions of hire. I agree to be responsible for making good any loss or damage to the premises or equipment resulting from this hiring, and will ensure that the premises are clean and in good order.

Signed: .....

Date: .....

Print Name: .....<sup>1</sup>

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<sup>1</sup>Updated 1 March 2007