

**Agreement for Hire of The Artizan Street Library & Community Centre, 1 Artizan Street, London E1**



**Booking Information**

This Agreement is made between the Artizan Street Library & Community Centre (“The ASLCC”) and the person(s) or body booking the premises or part(s) of the premises (“The Hirer”).

The Hirer will take note of the General City of London standard conditions for hire that is attached to this Agreement.

1. The ASLCC agrees to permit the Hirer to use the premises or part(s) of the premises for the duration agreed at the time of booking at the rate agreed at the time of the booking.
2. Each booking ends at the time specified and agreed at the time of the booking.

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3. ASLCC reserves the right to increase the rate of hire of the premises or part(s) of the premises at any time.
4. For concessionary rates, proof of eligibility must be provided to the ASLCC prior to any booking.
5. The Hirer will, on request, provide proof of liability insurance and a risk assessment.
6. ASLCC may charge a security deposit to cover damage/additional cleaning. The security deposit will be fully refunded if the premises or part(s) of the premises are left in a clean and tidy condition at the end of the booking.
7. If required, ASLCC will supply tables and chairs for the Hirer’s use. The Hirer shall return the tables and chairs to their storage points at the end of the booking.
8. The Hirer agrees to observe and perform the provisions and stipulations contained or referred to in the ASLCC’s Conditions of Hire for the time being in force and as annexed hereto and in any additional rules (if any) governing the use of the premises or part(s) of the premises and/or the City of London Corporation standard conditions (“the Rules”) as the ASLCC may from time to time impose and of which the Hirer has been notified.

**Conditions of Hire:**

1. The Hirer shall be liable to pay ASLCC the cost of the booking if the Hirer cancels the booking giving less than 20 working days’ notice. The ASLCC reserves the right to cancel the booking if exceptional

unforeseen circumstances arise. In the event of the ASLCC cancelling the booking all fees, including any deposit paid by the Hirer, shall be refunded.

2. The Hirer is responsible for the following:

- a. Entering and exiting the premises or part(s) of the premises as per agreed booking times.
- b. Ensuring that all entry points to and from the premises or part(s) of the premises are kept closed and always locked, leaving the premises or part(s) of the premises as found.
- c. The supervision and security of their group if applicable and the premises or part(s) of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises or part(s) of the premises, including proper supervision of car parking arrangements (if any) to avoid obstruction of the highway.
- d. The Hirer shall check, at the end of the booking, that taps and lights are turned off and all areas of the premises, including toilet and kitchen if applicable, are vacated.
- e. The Hirer may be responsible for locking and alarming the premises at the end of the booking.

3. The Hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the ASLCC.

4. The Hirer shall be responsible for making adequate arrangements to insure against any third-party claims which may lay against the Hirer or his/her organisation whilst using the premises or part(s) of the premises

5. The Hirer shall be responsible for the observance of all regulations affecting the premises or part(s) of the premises imposed by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.

6. The Hirer shall not sub-let or use the premises or part(s) of the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises or part(s) of the premises anything which may endanger the premises or part(s) of the premises, their users, or any insurance policies relating thereto.

7. The Hirer shall indemnify the ASLCC in respect of the cost of repair of any damage done to the premises or part(s) of the premises including the structure or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises or part(s) of the premises pursuant to the booking.

8. The Hirer shall, if selling goods on the premises or part(s) of the premises, comply with all relevant fair-trading laws and any local code of practice issued in connection with such sales.

9. The Hirer acknowledges that no tenancy is intended to be created between the ASLCC and the Hirer and no relationship of landlord and tenant exists between them.

10. The Hirer has the responsibility to manage all persons on the premises or part(s) of the premises.

11. The Hirer shall exit and, **if necessary**, secure the premises or part(s) of the premises promptly at the end of the booking.

**Please note:**

- Artizan Street Library and Community Centre will not accept applications to hire its premises or part(s) of the premises from organisations or individuals that The City of London Corporation officer in charge of the facility believes will promote any party political campaigns, promote controversial issues which may be damaging to community relationships, are illegal or offensive to the public or breach The City of London Corporation's Equal Opportunities Policy.
- Applicants may be asked to fill in a form stating the aims of their meeting.
- ASLCC work closely with the City of London Police Prevent Team. Iff there are any concerns about terrorism or extremism of all types, be they: Fascist, Jihadist, Anti-Semitic, Racist or Islamophobic these concerns will be passed on to the Prevent Officers.