



SoLO Life Opportunities
ROOM HIRE AGREEMENT FOR
38 Walnut Close / Fire Station

Name of person hiring room or rooms	
Contact details	
Status (e.g. group, individual, PA, parent/carer)	
Purpose of use (e.g. a group party, individual respite etc.)	

The following is an agreement between the above named and SoLO Life Opportunities in relation to the use of room or rooms

Rooms to be used (please tick)

Walnut Close Butterfly room	
Walnut Close Kitchen	
Walnut Close Sensory room	
Walnut Close Games room	
Walnut Close Garden	
Walnut Close Laundry room	
Fire Station Kitchen	
Fire Station Base	
Fire Station Office / Meeting Space	

The purpose of this agreement is to keep the users of this building safe and to ensure that the building and its contents are protected.

The cost of using Walnut Close / Fire Station is £15.00 an hour and does not guarantee sole use of the building (although notification will be given of any other users)

By signing this agreement you agree to the following:

1. To pay to SoLO the agreed amount in relation to the hire before use.
2. To pay to SoLO a £100 deposit which will be returned to you at the end of the hire period, provided that no damage has been done to the premises.
3. If you cancel your booking you will be liable to the following cancellation charges:
 - Over 7 days – no charge
 - 2 – 7 days – 50% of the hire charge
 - Within 48 hours – 100% of the hire charge
4. **SoLO may cancel the hiring at any time without stating a reason, and if so SoLO shall refund to the hirer all monies paid by him/her to SoLO, any monies payable for the period of the hire unpaid at the time of cancellation shall cease to be payable unless the cancellation is due to some act or default of the hirer provided always that SoLO shall not be liable to pay any compensation to the hirer in respect of such cancellation.**
5. Any keys to Walnut Close that are in your possession will not be given to any other party, used to cut other keys and will be returned when you are no longer accessing the building.

6. You will not share the alarm code number with anyone else. (this will be routinely changed every six months and we will inform you of the up to date code)
7. You will only access the ground floor and will not attempt to go upstairs (which is protected by a key coded lock system).
8. When entering and closing the building you will follow the procedures set out and ensure that all windows are closed and locked, fire exits are closed and locked, fire doors are closed and external doors are locked, lights are switched off and the main alarm is set. You will ensure that the gates are secured by padlock.
9. Whilst in the building you will ensure that anyone who is under your supervision is properly supervised and that you take full responsibility for them. SoLO cannot be held responsible for any accident that occurs on the property as a result of your negligence.
10. Any equipment will be used correctly and, in the case of the hoists, only by you if you are trained to do so. SoLO cannot be held responsible for any accident that occurs from improper use.
11. If you are aware that any equipment on the premises is faulty, it is your responsibility to isolate it and ensure it is not used and to report to immediately to the SoLO office as soon as possible.
12. Injury to any person or loss of or damage to Property belonging to the hirer or any faulty equipment shall be reported to the Hirer as soon as possible
13. You are responsible for your own and anyone who is under your supervision's health and safety whilst on the property.
14. No alterations or additions to the premises, the fixtures, fittings, scenery and/or equipment or the decorations at the premises shall be carried out.
15. No nails, or fixing or any kind shall be driven or put into any wall, floor, partition, pillar, ceiling, fitting or furniture of any kind.
16. No furniture or fittings or equipment shall be moved or removed by the hirer.
17. Any damage to the property or equipment will be reported immediately to SoLO and you will be liable for the first £250.00 of any claim that has to be made to our insurers.
18. You will only allow access to the building to those people you have agreed with SoLO either at the time of booking or by prior approval.
19. You will only access the building at the pre-booked arrival time and will leave at the pre-booked departure time.
20. You will open fire exits when you arrive and keep them unlocked for the entire period of occupancy.
21. You will adhere to our fire evacuation procedure and ensure that all of your party are aware of it. If any of your party have mobility issues, you will ensure that you are aware of the safe evacuation routes.
22. In the event of an emergency you will call the SoLO on-call phone to notify them and get advice.
23. That you will bring your own supply of refreshments with you.
24. You will not use the property for any illegal activity.
25. You will be mindful of our neighbours and respect them with regards to noise and nuisance.
26. You will not hold SoLO liable for any loss or damage to any of your personal possessions.
27. You will leave the building in the state that you found it.
28. No alcohol, smoking or drug taking is allowed anywhere on the premises or within the perimeter fence.
29. If your group includes children or vulnerable adults you must ensure adequate safeguarding procedures are adhered to.
30. Groups or Businesses should have Public Liability Insurance with a minimum Limit of Indemnity of £2m. The Hirer reserves the right to request written evidence of such Insurance.
31. Any food that is prepared on site should adhere to Food Standards Safety Guidelines

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 Hirer Name (please print)

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 Signed

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 Date