

HERITAGE CENTRE AT BELLINGHAM

AGREEMENT FOR HIRE OF THE EDUCATION CARRIAGE

REGISTERED CHARITY NO: 1041300

1. The Heritage Centre agrees to permit the HIRER to use the Education Carriage (i.e. the railway carriage adjacent to the Tea Room) under the conditions described below.
2. The Hirer agrees to comply fully with the conditions specified in this Hire Agreement.
3. The Education Carriage may be hired by agreement with the Trustees for professional meeting purposes or educational meetings or educational activities, between Mondays and Sundays, during the periods 10.00 to 17.00. Hire may be for a full day (10.00 – 17.00) or a half-day (10.00 – 13.00, or 14.00 – 17.00).
4. The Education Carriage is available for hire from Easter to the end of November of any calendar year, weather permitting, and has a **maximum of 30** capacity.
5. Booking enquiries may be made through the Tourist Information Centre (located at the Heritage Centre). The HIRER will be furnished with the Booking Form, Terms and Conditions which should be completed, signed and sent to the Treasurer at the Heritage Centre. The booking fee is payable immediately on receipt of an Invoice from the Treasurer.
6. It is hereby agreed that the Standard conditions of hire, together with any special conditions, shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Heritage Centre and the Hirer.
7. None of the provisions of this Hiring Agreement is intended to, or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999, on a person who is not named as a party to this agreement.
8. The Education Carriage may **NOT** be hired for family events such as birthday parties, wedding anniversaries or other such events, as it does **NOT** have an entertainment license.
9. Means of Escape
 - All means of exit from the Education Carriage **must** be kept free from obstruction and immediately available for instant, free public exit.
 - The emergency lighting supply illuminating all exit signs and routes **must** be turned on during the whole of the time the Carriage is occupied.
10. Indemnity
 - The Hirer shall indemnify and keep indemnified the Trustees of the Heritage Centre, volunteers and invitees against:

- (i) the cost of repair of any damage to any part of the premises, including the curtilage thereof or the contents of the premises
 - (ii) All claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer
 - (iii) All claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer
- The Heritage Centre is insured against any claims arising out of its own negligence.
11. The Education Carriage is **NOT** licensed to sell alcohol and alcohol consumption is **NOT** permitted on the premises.
 12. Smoking is **strictly prohibited** in the Education Carriage at all times.
 13. No illegal drugs may be brought onto the premises or consumed on the premises at any time.
 14. The Hirer shall ensure that, in order to avoid disturbing neighbours of the Heritage Centre and to avoid violent or criminal behaviour, any person suspected of being under the influence of drink or drugs, or any person behaving in a violent or disorderly way, shall be asked to leave the premises of the Heritage Centre immediately.
 15. The Hirer shall ensure that no animals are brought in to the Education Carriage at any time, with the sole exception of guide dogs for the visually challenged.
 16. The Hirer shall ensure that any activities for children comply with the provisions of the Children Act 1989 and the Hirer shall provide the Trustees with a copy of their Child Protection Policy should this be requested at any time during the duration of the hire.
 17. The Hirer shall be fully responsible for leaving the Education Carriage, surrounding area and carriage toilet in a clean and tidy condition after use, properly locked and secured, and any equipment or any contents temporarily removed from their usual positions are properly replaced. Otherwise the Trustees of the Heritage Centre shall be at liberty to make an additional charge to cover any damages or cleaning bills.

I have read these Terms and Conditions for the hire of the Education Carriage, and agree to abide by them for the duration of the hire.

Signed (Hirer)

Date

(Please sign and return, together with the attached Booking Form, to the Treasurer, The Heritage Centre, Station Yard, Woodburn Road, Bellingham, Northumberland, NE48 2DG)

HIRE OF THE EDUCATION CARRIAGE

BOOKING FORM

(This copy to be retained by the HERITAGE CENTRE)

Name of Hirer	
Organisation	
Billing address	
Contact telephone number	
E-mail address	

Date	Time (Start and Finish)	Type of Meeting (Specify)	Refreshments (if required)

Hire Fee:

Full day (10.00-17.00) = £60;

Half-day (10.00-13.00/14.00-17.00, or part thereof) = £30

Please note that fee is immediately payable on receipt of Treasurer's Invoice

I have read and retained the Carriage Hire Agreement attached to this form and agree to abide by its conditions.

Signed:..... (Hirer)

Date:

(Please complete, sign and return this form to: The Treasurer,
The Heritage Centre, Station Yard, Woodburn Road, Bellingham, Northumberland,
NE48 2DG)