Meeting Room and Hotdesk

Terms & Conditions of Hire

Definitions

‘RVA’ means Reading Voluntary Action, whose registered office is Community Place, 3rd Floor Reading Central Library, Abbey Square RG1 3BQ.

 ‘The Venue’ shall be the room(s) or desk(s) at Community Place, 3rd Floor, Reading Central Library specified in this agreement.

‘The Premises’ shall mean the whole building of Reading Central Library, Abbey Square, Reading RG1 3BQ, including but not limited to the Venue.

‘The Customer’ means the Company, Institution, Organisation or Individual on whose behalf the Venue is being hired.

‘Charges’ means the amounts payable by the Customer for the hire of the venue.

‘Hire Period’ means the period of time for which the room(s) or desk(s) are being hired, as agreed between RVA and the Customer.

1. In signing this agreement the Customer confirms they have seen, read and agree to the conditions and charges for the hire of the Venue
2. That RVA may at its discretion demand full payment of its charges or part thereof in advance be it before or during the duration of this agreement whereupon the Customer shall pay RVA’s charges on demand.
3. That the Customer has read, understood and shall observe and fulfil all the following conditions:

a) All requirements relevant to the use of the Venue will be complied with and that all personnel employee by the Customer, as well as their invitees and guests will be advised of and shall observe said conditions.

b) The Customer, and all their invitees, shall at all times behave in a manner respectful toward others present on the Premises, and follow any instruction given to them by an employee of RVA or other authorised personnel.

c) VAT may be applicable in certain circumstances and for certain uses. The Customer shall enquire prior to agreeing to the conditions of hire if VAT is payable.

d) The Customer shall ensure a responsible person will be present on the premises at all times during the Hire Period.

e) The Customer accepts full responsibility for any damages to or theft from the Premises that occur during the Hire Period, or that occur as a consequence of their actions or negligence.

f) Any cleaning, repair or redecoration undertaken which, in the opinion of RVA, occurs as a result of the hiring and outside the scope of the agreed hire charge will be charged to the Customer at the appropriate rate.

g) RVA and Reading Borough Council accept no responsibility whatsoever and howsoever caused, for the loss of personal property brought into or left in the Premises prior to, during or following the Hire Period.

h) If the Customer discovers a hazard in regard to the Venue, the Premises or any equipment or facilities therein, they shall take appropriate measures to make RVA or other responsible staff aware of the hazard.

i) The Customer agrees that they shall use no equipment, either their own, that of RVA or any other equipment within the Premises, without the prior approval of an RVA representative and that any equipment subsequently used will be installed and used by competent personnel.

j) The Customer accepts that they should familiarise themselves with the position of fire alarms, escape routes and firefighting equipment. Notices regarding the procedures in relation to action in the event of a fire or other emergency will be studied and the information passed on to all of the Customer’s invitees and guests.

k) The Customer shall indemnify RVA and Reading Borough Council against all claims, costs, demands, expenses, actions or liabilities howsoever caused, arising from its use of the premises apart from any claims or actions arising from the negligence of either RVA or Reading Borough Council, its servants and agents or its governing body.

l) The Customer further agrees to effect Third Party insurance against any legal liability for loss, damage, demand or proceedings whatsoever, arising under any statutes or at common law for damage to property, which shall include the Venue and Premises, or personal injury or death of any person whatsoever, caused during or by circumstances arising from, related to or in connection with the hire of the Venue on the following basis

i) accidental bodily injury including death to third parties and further in respect of damage to their property - not less than £5 million;

ii) accidental damage caused by fire to the premises on hire - £5 million

iii) accidental damage caused to the premises on hire other than fire - £50,000