

**CLOUD BASE / BAT CAVE MEETING ROOMS**  
**Contract of Hire Agreement**

\*Title:

\*Name:

\*Email:

\*Company:

\*Telephone:

\*Company Address:

\*Billing Address:  
(if different from above)

All hire is payable prior to usage.

A copy of our Terms of Hire Agreement are attached or are available at:  
[www.purplepatch-uk.com](http://www.purplepatch-uk.com)

**Cancellation Policy**

**Residents** – Cancellations made up to 48 hours prior to the booking will be fully refunded. Cancellations made up to 24 hours prior to the booking will be 50% refunded. We are unable to refund cancelled bookings with less than 24 hours' notice.

**Non-Residents** – Payment is due on booking and once paid is deemed a confirmed booking – This is fully refundable on cancellations made up to 7 days prior to the booking, non-refundable thereafter.

\*I have read and agree to Purple Patch Properties Ltd Terms of Hire Agreement

\*Please fill required fields save and email: [gary@purplepatch-uk.com](mailto:gary@purplepatch-uk.com)

**CLOUD BASE / BAT CAVE MEETING ROOMS  
Terms of Hire Agreement**

**GENERAL** - In this agreement Purple Patch Properties Ltd is referred to as The Service Provider and the person or company to whom the invoice is addressed is the Hirer. This Agreement will be in accordance with the following Terms and Conditions unless and until an alternative is specifically agreed between the parties.

**HIRE GENERAL TERMS**

1. Both parties accept that nothing set out in this agreement creates a partnership or relationship of employer and employee or trading address, nor any landlord and tenant relationship.
2. Neither party will divulge to third parties matters confidential to The Service Provider whether or not covered by this Agreement without the organisation's explicit permission.
3. Except where specifically agreed otherwise, all materials / equipment owned by The Service Provider during the course of the Agreement will remain in the possession of The Service Provider and will not be used for other purposes than that specified, without written permission from the Chief Executive or member of the senior management team.
4. In this document hire cost refers to both the hire fee and the share of utility costs charged.
5. As part of their hire, hirers receive
  - a. Access to chosen meeting room in The Service Providers opening hours
  - b. Internet access LAN and Wifi
  - c. conference Call 2w facility including free uk and local landline calls – mobile and international calls will be charged at discounted standard BT rates
  - d. 50" flat screen with connections for AV Output
  - e. Tea, coffee and filtered water
6. Hirers will receive access to Photocopying and printing facilities, use of which will be charged on a per-use basis.
7. Hire does not cover
  - a. Use of The Service Provider name or consent to imply or state The Service Provider support, management or otherwise for the organisation and its activities
  - b. Use of the address for personal activities by any staff, volunteer, client or stake holder of the hirer or by any agent thereof (i.e. receipt of personal packages, car registration, receipt of forwarded mail etc)
  - c. Use of The Service Provider Public Liability Insurance for any activity outside of the premises
8. In case of damage to its property or equipment The Service Provider reserve the right to charge an additional amount for the cost of fully making good the defector returning the space to its original condition prior to commencement of tenancy. The Service Provider reserves the right to require the hirer to relocate to alternative, reasonably equivalent meeting room on giving the hirer at least 14 days' written notice.
9. Our staff have the right to work in an environment free from violent, threatening or abusive behaviour and everything will be done to protect that right. At no time will any violent, threatening or abusive behaviour be tolerated. The Service Provider will work with the Police to prevent it.
10. We reserve the right to refuse access to our service to certain individuals. Examples include those who behave violently, threateningly or abusively; hirers who do not agree to pay for our services.
11. The use of the services is subject to all applicable local, national and international laws and regulations (including without limitation those governing account collection, export control, consumer protection, unfair competition, anti-discrimination or false advertising).

**SECURITY**

12. The Service Provider reserves the right to request proof of identity from any person attending the meeting rooms.
13. Admission to the building may be refused if The Service Provider's staff deem it necessary.

**INSURANCE AND LIABILITY**

14. The Services Provider shall not be responsible for any loss or damage to property brought to the premises by the hirer; such property, and any insurance of it, remains the responsibility of the hirer.
15. The Service Provider shall not be responsible for any injury which may be incurred by any persons during the hire of a meeting room arising from the failure to adhere to rules set out by The Service Provider.
16. The Service Provider shall not be responsible for any loss due to mechanical breakdown, loss of internet, failure in electricity supply, flood, fire, industrial action, the need to undertake repairs or an act of God which may cause The Service Providers premises to be temporarily closed or the meeting be interrupted.

**COATS AND PERSONAL PROPERTY**

17. The Service Provider does not accept responsibility for the property of meeting room hirers. Coat hooks are provided for convenience but any goods are left at the owner's risk and without any liability on the part of The Service Provider.

**SMOKING POLICY**

18. The Service Provider operates a strict no smoking policy and complies with the current Government legislation.

**THE SERVICE PROVIDER AGREES UNDER THIS HIRE AGREEMENT TO**

19. Provide the facilities outlined above and to the degree indicated in the agreement below.
20. Charge the costs stated and to not vary those charges without providing a 30 day notice period and to not vary those charges more than once in a 12 month period.

21. Keep the room clean, tidy and prepared for meeting.
22. Open reception between the hours of 08.30 to 18.00 Monday to Friday. Any visitor to the hirer will be treated with the same courtesy and respect accorded a client of The Service Provider and their arrival be communicated to the hirer within five minutes.
23. Ensure The Service Provider' public liability insurance covers the hirer for the period of use.
24. Inform hirers in good time of any changes to office opening hours that would affect them.

**HIRER AGREES TO**

25. Conduct their business within The Service Provider opening hours (08.30 to 18.00, Monday to Friday, excluding bank holidays) unless prior agreement has been secured from the Administrator, Director of Programmes or Chief Executive.
26. Make no alterations to the fabric of the building or to the desk room provided.
27. Demonstrate that they are properly constituted organisation with a bank account in the name of the organisation.
28. Undertake no political activity or campaigning that would conflict with guidance issued by the Charity Commission (even where the organisation is not a registered charity).
29. Pay The Service Provider the total hire cost on application, a receipt and invoice will follow.
30. Comply with The Service Provider Health and Safety policy as well as Code of Conduct and Internet use policy for hirers (see below).
31. Keep the meeting room tidy and free of leftover food and drink.
32. Ensure all employees are covered by the organisation's own employee liability insurance and that any other insurance for items of the organisation are in place and appropriate.
33. Not do anything which could increase the cost of insuring the building or vitiate The Service Provider's building insurance policy.
34. Pay to The Service Provider on demand the cost of making good any damage caused at or to the building by the hirer or any of the hirer's employees, volunteers, invitees or visitors.
35. Indemnify The Service Provider in respect of any claims, costs or expenses resulting from or connected with any breach by the hirer of any of the terms of this agreement.
36. Not assign, share or in other way deal with the benefit of this agreement.

**HIRER CODE OF CONDUCT**

37. Hirers are expected to recognise that they are in a working environment. As a result they should ensure that the following rules are observed
  - a. The meeting should be held in the designated room
  - b. Do not play AV kit loudly or cause any noise disruption to the Service Provider or its other customers
  - c. Hirers are expected to recognise and abide by the Service Provider's Equal Opportunity Policy
  - d. As this is an open plan environment Customers are requested to moderate their voices and language at all times especially when outside the meeting room
  - e. Failure to comply with this policy evidenced by formal complaints from other hirers or The Service Provider staff could result in the termination of this agreement. No appeals process would apply.

**INTERNET USE**

38. The Service Provider will endeavour to maintain the provision of internet connectivity, dealing with issues including those involving third party suppliers in a reasonable and timely manner.
39. The Service Provider virus scans all incoming and uploaded materials. It is still a hirers responsibility to ensure all material is virus free. If a virus or other malicious programme has been found to originate with a hire, The Service Provider reserves the right to charge the hirer the full use of any costs to remove the program and any damages incurred.
40. It is illegal to download or store any pornography or copyright material for which the hirer does not have a license.
41. Hirers should refrain from downloading or viewing material that incites hatred or violence on any grounds including religion, ethnicity and nationality, sexuality and gender, age or disability. Where it is necessary to do so for the purposes of the organisation and you feel that it may disturb other hirers please inform The Service Provider.
42. To not install any programmes or software that is:
  - a. known or unknown and is or could be deemed unlawful
  - b. which facilitate or assist an illegal activity in anyway, whatever that activity may be
  - c. disrupt or cause nuisance to the Service Providers internet WAN or LAN
43. Failure to comply with this policy will result in the termination of this agreement. No appeals process would apply.

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