



Company No. 10623834

Registered Charity No. 1173511

## **USER AGREEMENT for hire of Sedbury Space**

Name of Hirer: \_\_\_\_\_

I have read and understood the Hiring Policy of Sedbury Space and agree to abide by the guidelines.

I confirm that as a hirer of Sedbury Space I will

- ensure our insurance policy covers activities held in Sedbury Space.
- familiarise myself with and abide by all relevant Sedbury Space policies – noting in particular, that numbers should not exceed the Fire Safety limit.
- have appropriate policies in place for our organisation's safeguarding, health & safety and equal opportunities.
- carry out a Risk Assessment for our use of Sedbury Space.
- look after the building, leaving it in the same state, or better, than when I arrived.
- Ensure full payment of each hiring in good time.

Signed:

Print name:

Position in organisation:

Date: