



# Room Hire Rates 2017 - 2018

Space	Hour	Day	Week	Month	Quarter	Year
Small Office	£15.00	£60.00	£260.00	£800.00	£2,000.00	£3,300.00
Consulting Rm	£15.00	£60.00				
Conference Rm	£30.00	£100.00	£500.00	£1,200.00	£3,000.00	£4,400.00
Activity Studio	£15.00	£60.00	£260.00			
Lounge	£15.00	£60.00				
Cafe	£30.00	£100.00				

**Free Wi-Fi is available as standard.**

**Longer term agreements give us more security and stability; so in exchange we offer exclusive use of the hired space, significant discounts and extra benefits.**

These include use of other available rooms for free, with monthly, quarterly or yearly hire agreements, with the exception of the cafe. This is on an hourly rota basis and the understanding that paid bookings, may take priority over any free allocation.

Use of phone, printer, fax, high speed network access, audio visual and other equipment can also be arranged.

All utility bills, council rates, venue worker costs, maintenance, basic public liability insurance for the building and other expenses, are included within the hire fee.

A member of staff will be in the building during normal opening hours and can act as a receptionist upon request.

Out of hours use is available, by prior agreement only and may incur an additional cost.

Payment in full is accepted by cash, cheque or bank transfer, in advance; with the exception of yearly agreements which can be paid in quarterly instalments.

Normal opening hours are Monday to Saturday, 10am to 6pm, excluding bank holidays, but may vary depending upon demand.

**Simply call 01228 267 247 to discuss your needs.**



# Room Hire Agreement

Name: \_\_\_\_\_

Room(s): \_\_\_\_\_

Purpose: \_\_\_\_\_

Term: Hourly  Daily  Weekly  Monthly  Quarterly  Yearly

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Hire Cost: £ \_\_\_\_\_ Other Charges: £ \_\_\_\_\_

Total: £ \_\_\_\_\_

1. We, Sticky Bits (Carlisle) C.I.C. agree to:
  1. Make the named room(s) available for your exclusive use and that of your invited guests or other visitors.
  2. For the duration stated above, but only during normal opening hours, as advertised, unless otherwise agreed.
2. You, the person and/or organisation named above agree to:
  1. Ensure that any visitors or guests, whether invited or not, conduct themselves in accordance with the acceptable use clause.
  2. The signing of this agreement constituting a reservation of the room(s).
  3. This agreement explicitly not constituting any form of statutory instrument (rental, lease or sub-let contract) and that no rights are transferred from or claims possible against the building's owner, from whom we lease (including under the terms of the lease) or any other third party who is not named here.
  4. The following payment, cancellation and acceptable use clauses:
3. Payment -
  1. Constitutes a confirmed booking and is non-refundable.
  2. Of agreed additional charges, separate from the hire cost, are detailed above.
  3. Total will be due in full no later than 24 hours prior to start date detailed above.
4. Cancellation -
  1. You can cancel your reservation at any time, before you make a payment, however once a payment has been made, it is not possible to cancel your booking or receive a refund, either in full or in part, unless otherwise agreed.

2. If for any reason (other than a potential breach of the acceptable use clause) we need to cancel your booking before the start date, then you will receive a full refund of any payments we have received from you.
3. We can cancel your booking before or after the start time, if there has been or we have reason to believe there will be, a breach of the acceptable use clause, it shall be effective immediately and you will not receive a refund, either in full or in part.
4. Should we need to cancel your booking after the start date, for any other reason, you will receive a proportional refund, for the duration that we are unable to provide you access to the room(s), excluding any time we would normally be closed (such as bank holidays or other planned closures).
5. Acceptable Use -
  1. The room(s) and building shall be used for their legally permitted and agreed purpose, as stated above.
  2. Any user (individual or organisation) of the building must respect the well being of all those within the building, the right of residents to the quiet enjoyment of neighbouring properties and the safety of the general public.
  3. All activities carried out within the building must be at least neutral towards, if not actively supportive of, the LGBT+ community.
  4. Any alterations made to any part of the building or it's contents, requires the explicit prior permission of the management; including additions and removals.
  5. Any action or statement (by either an organisation or individual), which goes against the spirit of these guidelines; shall at the discretion of the management; constitute a breach and may result in immediate ejection from the building and/or cancellation of any reservations or bookings; without refund, appeal or legal recourse.

**Organisation:** \_\_\_\_\_

**Full Name:** 1 \_\_\_\_\_ 2 \_\_\_\_\_

**Signature:** 1 \_\_\_\_\_ 2 \_\_\_\_\_

**Date:** 1 \_\_\_\_\_ 2 \_\_\_\_\_

**Sticky Bits (Carlisle) C.I.C. - LGBThq building operator**

**Manager:** Pam Eland

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_