

General Conditions of Hire

Unless otherwise stated, these conditions apply and are additional to any specific agreement concluded for the hiring of University premises and/or facilities.

The term "Hirer" refers to the company, institution or person hiring premises and/or facilities from the University.

The term "premises" in these conditions refers to all premises belonging to or operated by the University of Greenwich ("the University") including car parks and grounds.

The term "facilities" refers to all services, equipment and apparatus belonging to or provided by or on behalf of the University.

1. Where the Hirer is an unincorporated association, the person or any member, servant or agent thereof signing the application form or such other document requesting the use of the premises and/or facilities undertakes personal liability for all charges in respect of the hiring and for the observance and performance in all respects of the conditions and stipulations herein contained and this liability is additional to and not in substitution for the liability of the said unincorporated association.
2. The charges for the facilities and services will be stated to the Hirer at the time of booking. The Hirer agrees that these charges may be raised thereafter by the University in the event of any increase that may occur in the costs to the University of providing the facilities and services for reasons beyond the University's control, between the time of booking and the use of the facilities and services.
3. The rights of the Hirer hereunder do not constitute a tenancy or other interest in the premises and/or facilities, but are limited to a licence to the Hirer to enter thereon for the said periods only and are not assignable, but is to be revocable at will by the University and are subject to a condition that a servant of the University may enter any part of the premises at any time for any purpose in performance of his/her duties in respect of his/her employment by the University.
4. The University has priority in the use of all its premises and facilities.
5. The submission of an application form does not constitute a hiring.
6. The University reserves the right to decline an application.
7. The right is reserved to cancel any hiring, without notice, where the University considers that any condition contained herein is or may be breached or that the safety of persons or property is or may be endangered as a direct or indirect result of the hiring.
8. The Hirer shall be solely responsible for keeping and maintaining proper order, for observing fire, safety and security regulations at all times and for providing efficient supervision on the occasion of the hire (including controlling and regulating the ingress and egress of all person attending the function).
9. The Hirer shall not sub-licence or part with the rights hereby granted or any part thereof for any purpose whatsoever without the previous consent of the University.
10. The University reserves the right to let other parts of the premises and/or facilities to other persons or organisations simultaneously with the hiring as specified herein; and accepts no responsibility for the actions or conduct of such other persons or organisations.
11. In no case shall money for admission be taken at the doors or on the University premises without prior written approval of the University.
12. The Hirer is responsible for making good any damage that may be done to University property in consequence of the hiring and, in the event of any damage, the University may make good the damage and the Hirer, by the acceptance of the hiring, will thereby be deemed to have undertaken to pay the cost of such repair.
13. The Hirer shall not install and use on the University's premises any electrical appliance, amplification equipment or lighting fittings without the written permission of the University. The Hirer is wholly responsible for the safety of such installation at all times whilst it remains on the University's premises and for any injury caused to any person or property arising in connection with such installation and usage. Consent by the University to such installation and usage does not imply the safety or suitability for use of the said installation or acceptance by the University of liability for damage or injury arising in connection with the said appliance.
14. Additionally, no child under the age of 14 years shall be admitted on the University's premises unless during the whole time such child is accompanied by an adult person, (minimum requirement of one adult per 10 children). All persons under the age of 18 years must be under the control of at least one adult who should be clearly identifiable as such and who will be held responsible for any actions or liabilities incurred by such persons, (minimum requirement of one adult per 15 children).
15. University property shall not be moved except by arrangement with an authorised officer of the University.
16. Smoking is not permitted in any part of the University except areas which are clearly designated.
17. Parking is permitted only by prior arrangement; visitors must observe the University's parking regulations in force at each site. Please note that unauthorised or illegally parked vehicles may be clamped.
18. No pets or other animals, except guide dogs, are permitted on University premises without prior written permission.
19. The University considers all pre-paid deposits to be non-refundable and non-transferrable in the event of the booking being cancelled for whatever reason. Subject to the re-sale of cancelled space, the appropriate portion of the deposit will be refunded after the event date.
20. Non-returnable deposit dates will be outlined on the hiring agreement, to be signed by both parties, to confirm the booking. Failure to comply with these deposit dates may result in space being re-sold. Deposits will be based on minimum numbers and final confirmation of numbers must be received one month before the event. A final invoice based on these numbers, less any deposits paid, will be sent after the event.
21. Neither the University nor any body responsible for the management of the University shall be held liable or required to pay compensation for any loss sustained as a result of or in any way arising out of the cancellation of the hiring.
22. In no circumstances will the University be liable or accept any responsibility for loss of or damage to any personal property, car or other vehicle (or the contents thereof) which may be brought or left within the premises.
23. Insurance: the Hirer shall indemnify and keep indemnified the University against all actions, claims, demands, costs and expenses of any nature which may be brought against the University and arising out of the use of the University facilities, services or premises or out of any deeds or act of any person connected in any way with the hiring. The University accepts no liability for any interruption or curtailment of the hiring as a result of the actions of any third party, howsoever caused.
24. The Hirer shall have the use of the premises and/or facilities as specified for the period and purpose stated on this form only, and he/she will be responsible for ensuring that the premises are vacated by the finishing time agreed at the time of hiring, failing which the Hirer may be liable for an additional charge.
25. Where the hire includes use of the University premises as overnight accommodation the Hirer shall:
 - (i) provide the University a full list of persons who will be resident on the hired premises overnight not less than 14 days before the commencement of hire;
 - (ii) ensure the hired overnight accommodation is used only by those persons specified on said nominal list unless separate prior arrangements are made;
 - (iii) receive keys on the day of arrival no earlier than 16.00
 - (iv) undertake to vacate and return the key(s) to overnight accommodation by 09.00 on the day of departure
26. In the event of a significant reduction in numbers proposed at the time of booking, 40% reduction or more, the University reserves the right to change the function space allocated. This will be confirmed in writing.
27. The Hirer shall be responsible for ensuring that the maximum number of persons permitted to be present in any indoor facility under the licensing arrangements shall not be exceeded at any time.
28. No alcoholic liquor, food or other refreshments, other than that supplied by the University, shall be sold or consumed by the Hirer on the University premises without the prior written agreement of the University. Alcoholic liquor shall only be consumed on the premises by written approval of the University and subject to the obtaining of any specific licence that may be necessary.
29. The premises hired shall not be used for cinematograph exhibitions, public music or music and dancing, boxing or wrestling or stage play purposes or for the consumption of alcoholic liquor or for any other purpose for which a licence for the premises is required to be granted under Statute, Statutory instrument, Bye Law or other statutory authority unless such a licence has been granted in respect of the premises.
30. The Hirer shall not, during his/her occupancy of the premises, infringe any subsisting copyright or performing right, and indemnifies the University against all sums of money which the University may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.
31. No tickets, posters, other advertising or promotional materials, featuring the University's logo or photograph, for an event may be used without prior consent.
32. Any matters not covered by these regulations, or any dispute over their application or interpretation, shall be referred to the Secretary, who has full power and discretion to act on behalf of the University.
33. Any contract of other agreement concluded hereunder shall be subject to English law and shall be deemed to have been made in England.
34. All activity shall be properly risk assessed. All Risk Assessments and Method statements should be submitted to the Senior Theatre Technician before work commences.