

KASHMIR YOUTH PROJECT (KYP)

ROOM HIRING TERMS AND CONDITIONS

For clarity, the term Hirer shall mean either the individual or, where the hirer is an organisation, its authorised representative.

1. **Safety and Access** — The Hirer is responsible for taking all reasonable precautions to ensure the safety of all persons present during the hire period. All corridors, passageways, and Fire Exits must be always kept clear of any obstruction.
2. **Noise Control** — The Hirer must ensure that noise levels are kept to a minimum on arrival and departure. Any music or amplified sound must be maintained at an acceptable volume level.
3. **The use of fireworks**, flares, smoke devices, or any similar articles is strictly prohibited within the building, on KYP premises, in surrounding grounds, car parks, footpaths, public highways, or any adjacent public areas. Any breach of this condition may result in the immediate termination of the hire and forfeiture of the security deposit.
4. **Equipment and Materials** — The Hirer must remove all equipment, materials, and personal items brought onto the premises at the end of each session. KYP accepts no responsibility for any items left on the premises after the hire period.
5. **Decorations and Damage** — Only Blu Tack may be used to attach decorations. The use of drawing pins, tacks, adhesive tape (including Sellotape), or any other material that could damage surfaces is strictly prohibited. Any damage caused will be charged to the Hirer in accordance with section 10 of these terms (if applicable).
6. **Cleanliness and Condition of Premises** — The Hirer must leave the premises and surrounding areas clean, tidy, and in good order. All items moved during the hire must be returned to their original positions. All rubbish must be bagged and removed from the premises. Failure to leave the premises in a satisfactory condition may result in an additional cleaning charge of **£60–£100**.
7. **Vacating the Premises** — The Hirer must vacate the premises by the agreed end time stated in the booking. If the premises are not vacated within 15 minutes of the agreed end time, an additional hourly hire fee of **£90 per hour** will apply.
8. **Booking Fee and Damages** — A refundable booking fee of **£200** is required to confirm the event. This fee will be held as a security deposit against any damages or losses.
9. **Returnable Booking Fee** — The Hirer agrees to pay a returnable booking fee of **£200** when confirming the event. This fee will be held against any damages or expenses incurred by KYP because of the Hirer's activity.

Hirer's Declaration

I confirm that I have **read, understood, and agree to comply with all the above Room Hiring Terms and Conditions** set out by Kashmir Youth Project (KYP). I understand that failure to comply with these conditions may result in additional charges, the loss of my security deposit, cancellation of future bookings, or termination of the hire agreement.

I accept full responsibility for the conduct of all persons attending my event and for any loss, damage, or costs arising from the use of the premises during the hire period.

Signed _____

Date _____