



## **Common House Hire Agreement**

**Please read the hire agreement in full.**

**By signing the booking form, you are agreeing to abide by Chaco's terms and conditions of hire.**

### **About Chaco**

Chaco is a cohousing community, designed and run by its residents. Our site is made up of 29 private homes for individuals and families, as well as a shared garden and communal spaces and facilities. We bring together people from a wide range of backgrounds and experiences to build a sharing, supportive and sustainable community.

Our common house is a space where Chaco residents gather regularly for meetings, meals and social events. It is an extension of our homes. All events and activities in the common house must operate in line with Chaco's values.

### **Code of Conduct**

By hiring the common house, you are committing to the following:

#### **General**

- The hirer will appoint a named contact person who will be present throughout the event and take responsibility for contact with Chaco.
- The hirer will ensure that all people who enter the common house during the period of hire abide by this code of conduct.
- The hirer will ensure that no abusive or derogatory language and/or behaviour takes place in the common house during the period of hire.
- The hirer will ensure no illegal drugs or illicit substances are taken, sold or shared in the common house
- Chaco reserves the right to cancel any event where such language or behaviour takes place.
- Subletting of the common house or its facilities is not permitted.

#### **Finance & Cancellation**

- The hirer will pay the booking fee in full no later than 14 days after the first day of the period of hire.
- The hirer will pay an additional fee should Chaco be required to undertake any additional cleaning or repairs to equipment damaged during the event
- Chaco reserves the right to cancel any booking under the following circumstances:
  - The hirer breaches the Hire Agreement

- The hirer does not maintain communication with Chaco to confirm details of the event
- Essential/emergency repairs or maintenance to the Common House is required
- Chaco identifies and is unable to resolve a health and safety concern related to the event
- Chaco may cancel an event for any reason if at least 28 days' notice is provided to the hirer

### **Food and Drink**

- The hirer will ensure that the following food and drink rules are followed by all organisers and guests:
  - **Nuts are not permitted in the Common House – we have a resident with a severe nut allergy.**
  - Our kitchen is a vegetarian kitchen – meaning meat must not be cooked in the common house
  - Meat that has already been cooked (away from the common house) may be eaten
  - Alcohol is permitted in the Common House, but the hirer must take responsibility for the behaviour of all guests and ensure that there is no excessive drinking

### **Access & Security**

- The hirer will ensure guests enter the common house via the main entrance door, unless specifically agreed with Chaco in advance.
- The hirer will ensure the main entrance door is kept closed for security reasons.
- The hirer will have exclusive access to the main room and kitchen area of the common house. The other rooms (e.g. guest rooms, laundry, post room) and outdoor space must remain accessible for Chaco residents at all times.
- The hirer will respect the outdoor spaces around the common house and avoid areas immediately outside the homes of residents.

### **Set Up and Clean Up**

- The hirer will ensure sufficient time is included in their booking to allow for set up and clean up.
- The hirer will ensure the common house is left in a clean and tidy condition, as found, including by:
  - Removing all rubbish and waste that cannot be completely contained within the bins provided
  - Returning tables and chairs to their designated storage areas
  - Cleaning the floor, using the materials and tools provided
  - Washing, drying and returning any cutlery, glassware and crockery used
  - Turning off any lights and appliances used
  - Removing any equipment that has been brought by the hirer – Chaco cannot provide storage of equipment after the event

### **Smoking**

- Smoking or vaping is not permitted inside the common house or garden area.

### **Noise**

- The hirer is responsible for ensuring that noise from their event/activities does not unduly disturb Chaco residents, including those living directly above the common house. Please be considerate of residents by:
  - Monitoring the volume of music/videos played, especially in the evening
  - Ensuring guests leaving the event as quietly as possible, and before 11pm at the latest
  - Keeping the doors closed to minimise noise leakage

### **Parking**

- The Chaco car park is reserved for Chaco residents.
- Free parking for guests is available nearby on Leopold Street.

### **Advertising & Publicity**

- The hirer will ensure that the venue is described as “The Common House, Leopold Park Road, LS7 4AX” in any advertising or publicity for the event. “Chaco” or “Chapeltown Cohousing” should not be used, in any promotional materials, in order to avoid confusion with Chaco-organised events.
- Advertising or promotion of the venue is prohibited until your event is confirmed.

### **Health & Safety**

- The hirer shall be responsible for the health and safety of all those attending the event – including supervision of children and ensuring guests are familiar with the fire evacuation procedures.
- The Common House is fitted with fire and carbon monoxide alarms, and fire extinguisher.
- A first aid kit is provided in the kitchen.
- Chaco shall **not** be liable for:
  - Any damage or loss (howsoever caused) to any property belonging to or under the control of the Hirer.
  - Any injury to the Hirer or any other person or persons using the premises.
- No animals are allowed inside the building, with the exception of guide dogs/assistance animals.