

# Racquety Farm



Wyecliff – Racquety Lodge – The Bothy – Larchwood – Glamping – Camping – Canoeing – Hay on Wye  
Wyecliff Fishery – Woodland – Grazing – Arable – Market Garden Raspberries - Walnuts – Hayfield Garden

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## LARCHWOOD HIRE AGREEMENT

This agreement is made between Racquety Farm (1) and the Hirer (2) named below whereby in consideration of the sum mentioned (3). Racquety Farm agrees to permit the Hirer to use the premises for the purposes (4) and for the periods (5) all described below:-

### 1. Racquety Farm

Wyecliff, Hay on Wye, Via Hereford, HR3 5RS  
Telephone 01497 820565  
www.racquetyfarm.com

### 2. Hirer

Name of authorised representative :  
Business / Organisation :  
Address :  
Telephone :  
Email :

### 3. Hirer fee and deposit where applicable

Fee £.....  
Deposit £.....

### 4. Purpose of Hire

*Provide description here:*

### 5. Period of Hire

From (date/time) :  
To (date/time) :

SIGNED by the person named at 2 on this page on behalf of the organisation and/or Hirer named at 2:

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In signing this document you agree to be bound by the conditions of hire.

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## CONDITIONS OF HIRE

This document can be provided in large print upon request - please phone Clare on 01497 820604 or email [hire@canoehire.co.uk](mailto:hire@canoehire.co.uk)

### Undertaking of the Hirer

The Hirer undertakes to ensure that they have an understanding of the conditions of hire.

### Supervision by the Hirer

The Hirer undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in these conditions of hire and any relevant licenses.

### Use of Premises

The Hirer shall not:-

- sub-let or use the premises for any purpose other than activity agreed by Racquety Farm
- use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way
- do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies in respect thereof
- allow the use of drugs on the premises
- allow smoking in the premises, in the decked areas or in the vicinity of the entrances.

### Responsibility of the Hirer

The Hirer shall be responsible during the period of hire for:-

- Being familiar with, and complying with, the guides provided for the use of the Studio and Kitchens
- Ensuring that the Premises are kept secure for the duration of the hire
- Supervision of the use of the Premises and the care of its fabric and contents
- Ensuring that the purpose and conduct of the hire does not disrupt other Racquety Farm guests
- Ensuring that the Premises (including foyer, kitchen, kitchen appliances, outdoor areas and toilets as appropriate) are left clean and tidy with all rubbish and belongings and equipment removed from the site at the end of the hire
- Ensuring that all equipment, chairs and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights switched off, and the building secured, except for any facilities or room or public area in use by another guest or Racquety Farm staff or family member

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- Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard
- Ensuring that any equipment that you wish to bring to the site and use is compatible with the voltage available. The use of your own or hired electrical equipment must be agreed in writing with Racquety Farm
- Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner
- Ensuring that no animals (including birds), except assist dogs are brought into the building, without written permission of Racquety Farm on the occasion of a special event or hire agreed to by Racquety Farm
- Ensuring that NO animals whatsoever enter the kitchen at any time
- Ensuring that no Barbeques, LPG appliances or highly flammable substances are brought onto the Premises
- Ensuring that they and their attendees recognise the fact that the Premises are situated adjacent to the Racquety Farm campsite and The Bothy holiday cottage and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night, and not playing music or making other sounds at inappropriate levels.
- Ensuring they put in place a Covid-19 Risk Assessment prior to using the premises, share the risk assessment with Racquety Farm and where relevant to do so report back to Racquety Farm on Covid Security before, during and after using the premises.
- To ensure that all attendees during their period of hire complete the online Racquety Farm registration form at least two days in advance of coming to the farm. [www.racquetyfarm.com/registration-form-day-visitors](http://www.racquetyfarm.com/registration-form-day-visitors)

**The period of hire should include all time required for preparation/setting up prior to an event, and the time for clearing up at the end of the event.**

## **Setting Up and Clearing Up:**

All areas used should be left as you find them - clean, tidy and safe.

A vacuum cleaner and cleaning materials will be made available to you if necessary – we use specific eco-friendly, biodegradable products that importantly are kind to our floors and septic tank - please do not use your own cleaning materials and please ask if there's something you can't find.

**Kitchens: Unless specifically stated, hire does not include use of the kitchen areas.**

The kitchens can be hired for food and refreshment preparation and/or cooking, if requested and booked. For such hirers there is a gas range cooker (6 burner gas hob plus single gas oven), microwave oven and fridge. Hire of the kitchen includes use of plates,

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bowls, mugs, glassware and cutlery for up to 20 settings plus standard and basic utensils, chopping boards, pots and pans. If there's something specific you need please ask in advance and we will do our best to fulfil any requests.

All items should be washed (manually or in the dishwasher) and put away, and the worktops and floor should be cleaned after use.

Kitchen users must clean-up afterwards and leave all areas as they were found. We use specific eco-friendly, biodegradable products that importantly are kind to our floors and septic tank - please do not use your own cleaning materials and please ask if there's something you can't find.

## Conditions related to use of Kitchen's Cooking Facilities

1. Manuals are available for the following appliances:

- a. Coffee Machine
- b. Dishwasher;
- c. Hob/Oven;
- d. Microwave cooker;
- e. Fridge

2. Foods may be kept in fridge, for up to 24 hours. If unclaimed, they will then be thrown away.

3. Make sure the dishwasher is empty

4. Put all glassware, crockery and cutlery away, in the correct cupboards or drawers.

5. All work surfaces to be left spotless.

6. Cooker: clean with soft cloth, do not use scourer.

7. Stainless steel surfaces (hob's backsplash and various appliances): clean with soft cloth, do not use scourer.

8. Any pans, utensils or containers that have been used to be washed and put away in the correct drawers.

9. Before leaving the kitchen, make sure that all appliances (apart from the fridge) and lights are switched off.

**Rubbish and Recycling:** Small amounts of rubbish and recycling can be placed in the relevant bins in either kitchen and then taken to the outside bins after your event (these are situated behind the toilet/shower block on-route to The Bothy). Please separate waste correctly, and ensure use of correct bin, as per detailed instructions in the kitchen. Compost caddies are provided and we will empty these for you – please put **everything** biodegradable in these.

**Utilities (Electricity, Gas, Water and Wood-Fired):** Please turn off all lights and appliances and taps etc. when leaving the building. Note that the lights in the Toilet Block are automatic, there are no switches.

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Wyecliff – Racquety Lodge – The Bothy – Larchwood – Glamping – Camping – Canoeing – Hay on Wye  
Wyecliff Fishery – Woodland – Grazing – Arable – Market Garden Raspberries - Walnuts – Hayfield Garden

**Electricity:** Electrical outlets must not be overloaded. It is the Hirers responsibility to ensure that any equipment or electrical appliances brought onto the premises and used there shall be certified safe and in good working order, and used in a safe manner.

**Gas Oven:** Please turn off the oven and hobs immediately after use.

**Water:** Do not leave taps or showers running or waste water unnecessarily.

**Wood Fired Underfloor Heating and Hot Water:** This is managed by Racquety Farm team/staff – please let us know in advance if you have specific heating requirements.

**Equipment:** The Studio has a Funktion 1 F101 and SB210A sound system permanently installed. It is the Hirers responsibility to ensure that no damage occurs to the equipment whether they are using it or not. The Studio is equipped with a large screen (again this is permanently installed) and a projector is available to use. Use of any above mentioned systems to be arranged at the time of booking.

**Toilets:** Toilets are available in The Studio and across the courtyard in the toilet/shower block. Please dispose of anything other than toilet-paper, particularly bulky paper items, nappies, sanitary products and 'towels' in the bins provided. We reserve the right to charge for blockages caused by disposal via the toilets.

**Damage:** We aim to keep Larchwood in a clean and comfortable condition – it serves many purposes but first and foremost it is our home. Therefore, please do not use tape, drawing pins, staples or glue, nor affix any items to any parts of the building structure, including walls or paintwork. Any damage (accidental or otherwise) should be noted and reported to Racquety Farm during or at the end of the hire period.

We reserve the right to charge for all damage caused.

**Fireworks:** Fireworks must not be set off without prior agreement and a plan for managing their use.

## Fire Procedures:

The Hirer shall:

- Ensure that the "Emergency Exit" signs are kept illuminated
- Ensure that the Fire Service is called to any outbreak of fire, however slight, and details given to Racquety Farm

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Wyecliff Fishery – Woodland – Grazing – Arable – Market Garden Raspberries - Walnuts – Hayfield Garden

- Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to the persons attending the event
- Ensure that all fire exits in the studio are kept clear at all times, and if any equipment, e.g. a piano or table, is positioned close to an exit, the user of the equipment is made responsible for moving it rapidly out of the way of the exits in the event of an emergency
- Ensure that the relevant decking entrances are not blocked

The Evacuation Meeting Place is in the Car Park. No person may re-enter The Studio without the permission of the Fire Brigade.

**Car Park:** A limited number of parking spaces are available in the car park up to 20 cars. The carpark is also used by other Racquety Farm guests.

**Premises Licence and other relevant legislation:** None of the premises at Racquety Farm are licensed for the sale of alcohol. It is the Hirers responsibility to notify Racquety Farm in advance should any sort of licence be required for an event. Racquety Farm will then assist the Hirer to make any relevant application and invoice the Hirer accordingly for the fees an administration. Licences must not be applied for without the knowledge of Racquety Farm.

The Hirer shall ensure that the users:

- do not contravene the law relating to gaming, betting, and lotteries
- comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment taking place at the premises.
- comply with all conditions and regulations required by all current Covid-19 legislation, regulations and government guidance

A breach of this condition may lead to prosecution by the local authority.

## **Compliance with legislation relating to children or vulnerable adults**

The Hirer shall ensure that any activities at the premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. **Child Protection Policies are the responsibility of the Hirer.**

## **Compliance with legislation relating to Covid 19**

The Hirer shall ensure that their usage of the premises complies with current legislation in that regard. **Covid-19 Security during the period of hire is the responsibility of the Hirer.**

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## Insurance

The Hirer is responsible for ensuring that any company or operator hired to bring equipment (e.g. catering equipment, sound system, furniture, bouncy castle) onto the premises has relevant and appropriate insurance, which shall include public liability insurance. Commercial hirers must provide Public Liability insurance (£5,000,000 minimum indemnity).

## Accidents and Dangerous Occurrences

The Hirer must report all accidents, near-misses and incidents involving injury to the public to an authorised representative of Racquety Farm as soon as possible, and complete an accident form. The Hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called.

Any failure of equipment, either that belonging to Racquety Farm, or brought in by the Hirer must also be reported as soon as possible.

## Stored equipment

Racquety Farm may provide storage space, for regular users, and may charge a deposit for the use of these storage spaces.

Racquety Farm accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. Racquety Farm may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

## Interruption of Regular Bookings

If a Hirer is a regular weekly user, Racquety Farm reserves the right to cancel all, or part of, certain bookings in favour of one-off bookings. Such cancellations shall not occur more than once a month, and at least six weeks' notice shall be given of such cancellation.

## Cancellation by Racquety Farm

Racquety Farm reserves the right to cancel a hiring by written notice to the Hirer if Racquety Farm reasonably considers that:

- such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
- unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or
- the Premises have become unfit for the use intended by the Hirer

# Racquety Farm



Wyeclyff – Racquety Lodge – The Bothy – Larchwood – Glamping – Camping – Canoeing – Hay on Wye  
Wyeclyff Fishery – Woodland – Grazing – Arable – Market Garden Raspberries - Walnuts – Hayfield Garden

In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but Racquety Farm shall not be liable for any resulting direct or indirect loss or damages whatsoever.

## Acceptance

These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking the Hirer is deemed to have accepted these terms and conditions.