

Heads of Agreement: C Venue and SESAM

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1. Introduction

This Document is intended to serve as the basis for a Licence Agreement between Religious Society of Friends (Quakers) in Britain South East Scotland Area Meeting a Scottish registered charity (**SESAM**) and C Venues Ltd (**CV**), governing the use by **CV** of **SESAM's** premises at 7 Victoria Terrace (**7VT**) in the summer of 2024. We aim to agree a version of these terms by 8 March, with an actual contract to follow as soon as possible thereafter.

2. Finance

2.1. Primary costing

- **Spaces in use** Meeting room, Hall, Library, Kitchen, Creche, East half of Foyer, Bow Room
- **Spaces reserved** Office, West half of Foyer (assuming Cafe)
- **Seats** 140*
- **Days in venue** 49** (14/7-31/8)
- **Venue hire** £10,000, payable in 4 equal instalments on 1 June, 14 July, 14 August, 14 September

* **CV** 's own projection, **CV** to bear the responsibility for ensuring Fire Safety approval for their seating plans.

****SESAM** have a prior commit for three hires of the Bow Room and one for the Library in the period 17—24 July, which **CV** agree can be accommodated.

2.2. On-costs

- **Electricity** **CV** to cover their usage: £500 deposit, **SESAM** will record meter on 15/6, 13/7 and 1/9, invoice for 49 days based on KW/hrs from 13/7-31/8 less estimated baseline from KW/hrs between 15/6-13/7
- **Insurance** **CV** to provide insurance cover for all their risks and liabilities under this Agreement. In particular, **CV** to provide proof of

Public Liability Insurance cover for at least £5 million, in order to satisfy **SESAM**'s insurers.

- **Cleaning CV** to cover cost of cleaning the spaces they are using (see above, plus Stair, 1st and 2nd floor hallways, toilets), either by their own people + hired-in, or by **SESAM**'s contractors and we will invoice for an agreed percentage (details to be agreed)
- **Sundries CV** to provide all toilet supplies for toilets (loo roll, soap, towels) and any consumables in the Kitchen

3. Access and Security

CV to allow access to and use of the Meeting Room and Kitchen for **SESAM** use on Sundays during the term of their hire, between 0930 and 1300.

CV to configure the Meeting Room appropriately for **SESAM** Sunday use.

CV to bear responsibility for security at all times other than that.

CV will have access to all parts of **7VT** except for

- the office on the ground floor
- all storage cupboards apart from any **SESAM** designate to **CV**

4. Mutual agreement

Although this agreement is for 2024 only, both parties will be open to continue this arrangement thereafter if they are both happy with the way things go this year.

5. Oversight

Given **CV**'s stated aims, **SESAM** do not anticipate any issues about the companies who will use the venue or the material they will present, but **CV** agree to give timely information about the companies and their material to us for review, and to accede to reasonable requests for changes. In the unlikely event of **SESAM** still finding a proposed performance incompatible with Quaker principles, **CV** will not go ahead with that performance in **7VT**. **SESAM** will provide **CV** with a copy of our Guidelines for Letting, which give more details about what we expect

6. Cafe

SESAM may have a pop-up cafe in operation, provided by the proprietors of the Hideout Cafe up the road from **7VT**, in the West half of the Foyer.