



Dear Student

OLD BREWERY RESIDENCES, CARLISLE

If you would like to reserve a room for the academic year September 2009 to July 2010, then please read below and all attached information, then return the relevant paperwork to me as instructed.

There are 2 tenancies that we offer, both are 42 weeks. Please select which option when completing the Tenancy Agreement and also read carefully the Arrival Information sheet:

Option One (Main Tenancy for Degree Courses) 21 September 2009 to 11 July 2010 .

Option Two (FE and some Foundation/Teaching Courses) 7 September 2009 to 27 June 2010

The following documents are:

- (i) An **OLD BREWERY INFORMATION SHEET** - giving full details of the Halls, what you need to bring or buy and the rent payable. Your room will be allocated to you on arrival. **Our Standard rooms are £69.30 per week and** we have a small number of larger rooms at £74.50 per week – if interested, please ask for details)
- (ii) A copy of your **EDUCATIONAL TENANCY AGREEMENT & EDUCATIONAL LETTING NOTICE** - *please read these, you will need to select option 1 or option 2 tenancy dates on the tenancy agreement, by initialing the option that applies to you, then sign and return. You will be issued with a copy of this on your arrival. **Please note that this is a legally binding document.***
- (iii) An **ACCEPTANCE FORM** - *Please note you will need to send a **£250.00 deposit** with this, or arrange payment by **Debit/Credit card** before sending this form back.*
- (iv) **ARRIVAL INFORMATION & SUMMARY OF GENERAL HOUSE RULES** – where, when and what time you register for your room and collect your keys.
- (v) **Direct Debit Form** – If you choose this method to pay your rent then please complete and return.

WHAT YOU NEED TO SEND BY POST TO THE OLD BREWERY RESIDENCES ADMIN OFFICE:

(Please ensure you use the correct postage stamp i.e. A4 Envelope you need a large letter stamp)

- **Acceptance Form**
- **Educational Tenancy Agreement & Education Letting Notice, completed and signed where indicated.**
- **£250.00 deposit (Cheques payable to IMPACT HOUSING ASSOCIATION)**
- **1 Passport Photograph of yourself**
- **Direct Debit Form if applicable**
- **Car Park payment (£250) if applicable**
- **Equal opportunities for all form**

If you would like confirmation, please telephone or send an e-mail.

Finally, if you accept the offer of accommodation, but decide subsequently not to take up your place for any reason, please notify us immediately. A return of the deposit cannot be guaranteed because it is subject to certain criteria i.e. period of notice given and if the room can be reallocated.

Should you require any further information, please contact me. Otherwise I look forward to meeting you on your arrival at the Old Brewery Residences.

Yours sincerely

Dee Carruthers
Residences Manager

The Old Brewery Residences, Bridge Lane, Carlisle, CA2 5SR
Telephone: 01228 597352 FAX: 01228 594631
Email : deec@impacthousing.org.uk

Impact Housing Association operates as a charity

ACCEPTANCE FORM

(Please complete the following information if you wish to accept your place in the Old Brewery Residences and return by post to the address at the bottom of this form – please make sure you use the correct postage i.e. A4 envelope – Large letter stamp)

Surname/Family Name First Name(s).....

Address

.....

Tel (home)..... Mobile No

Date of Birth Home Country

Place and Course of Study Year.....

Course Start Date..... (Please read Arrival Information)

E Mail Address :

- ❖ I enclose a £250.00 booking deposit: Yes No
(Cheques payable to Impact Housing Association) (Please tick appropriate box✓)
- ❖ If you wish to pay the deposit/car parking fee by debit / credit card, please telephone the Old Brewery Residences on – 01228 597352 and this can be done over the phone. We would ask that this is done prior to returning the necessary forms.

Paid Deposit via credit/debit card Date paid
- ❖ I enclose a £250.00 payment for Car Parking Permit: Yes No
(If wishing to pay by cheque, please pay separately to the Booking Deposit by sending an additional cheque, payable to Impact Housing Association)
- ❖ Students coming from abroad only:
Do you require a bedding pack? Yes No Cost £40.00

I accept the place offered to me in the Old Brewery Residences for the Academic year 2009 - 2010 and understand that the Tenancy Agreement will cover a fixed period of FORTY TWO - Please read the Arrival Information sheet.
(Students who wish to bring forward arrival may do so by prior arrangement - telephone 01228 597352)

Signed Date

Please tell us about any problems you have due to disability, condition or illness. Please give details of any special requirements.

Please tick the appropriate box if you require ground floor accommodation or are a wheelchair user.

Wheelchair User Ground Floor

ACKNOWLEDGEMENT

Please contact us by phone or e-mail, if you would like confirmation that we have received your forms.

Equal Opportunities for All

We will to ensure that we provide a fair and unbiased service to everyone looking for accommodation. Answering this part of the form helps us to ensure that we are treating everyone fairly.

What best describes your ethnic origin?

White British Irish Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Black or Black British Caribbean African Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Mixed White/Asian White/Black Caribbean White/Black African Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Asian or Asian British Pakistani Bangladeshi Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other Ethnic Group Chinese Other	<input type="checkbox"/> <input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

What is your Religion?

None Christian (All denominations) Buddist Hindu	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Muslim Sikh Any other Prefer not to say	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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How would you describe your sexual orientation?

Hetrosexual Gay man Gay woman	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Bisexual Other Prefer not to say	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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OLD BREWERY RESIDENCES

ARRIVAL INFORMATION

PLEASE CAREFULLY CHECK YOUR START DATE AT THE UNIVERSITY CAMPUS.

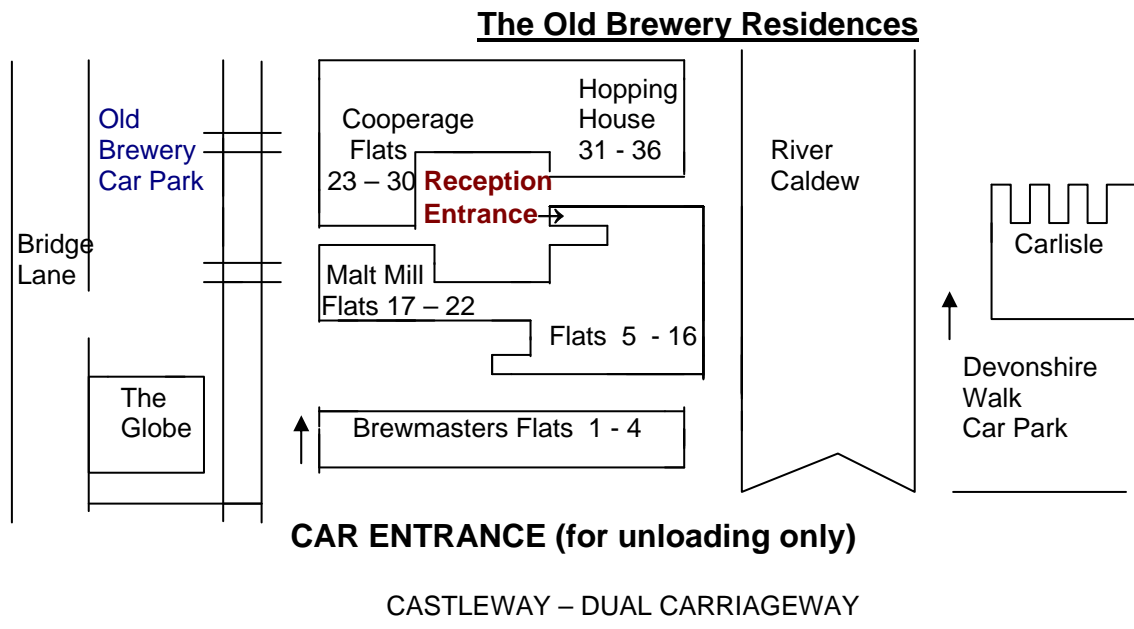
Option One – Tenancy: 21 September 2009 to 11 July 2010 (42 Weeks)

This is the main tenancy we offer for all Degree Courses. Please arrive at the Main Reception Entrance at the Old Brewery Residences to register for your accommodation on Saturday 19 or Sunday 20 September 2009 between 12.00 noon and 6.00pm
(Please note these 2 extra nights are FREE – Tenancy start is Monday 21st September)

Option Two – Tenancy: 7 September 2009 to 27 June 2010 (42 Weeks)

This option is for FE, some Foundation and Teaching Courses. Please arrive at the Main Reception Entrance at the Old Brewery Residences to register for your accommodation on Sunday 6 September between 12 noon and 4.00 pm.
(Please note this extra night is FREE – Tenancy start is Monday 7th September)

The Main Reception Entrance - please see map below:



Registration will be held in the Main Reception and the Caldew Lounge in Tun House, situated in the central building of the Old Brewery site. Students will receive a Welcome Booklet (including details of House Rules which must be carefully read) and will sign for room and flat keys. Invoices will be sent to Students shortly after moving in and prompt payment will then be required.

If you are arriving by car and have not been allocated a Parking Space, please park in Devonshire Walk Car Park until you have registered and received your keys and room number. To avoid congestion, you are asked not to bring your car into the Old Brewery Car Park until you are ready to unload. A maximum of 30 minutes is allowed for unloading and you should then remove your car from the site. Thank you for your co-operation in this matter, which is for the benefit of all new arrivals.

For students not familiar with the Carlisle area, a map is enclosed with this pack. We look forward to meeting you on your arrival.

The Admin Office, Old Brewery Residences, Bridge Lane, Caldewgate, Carlisle, CA2 5SR

Telephone: 01228 597352 fax: 01228 594631 e-mail: deec@impacthousing.org.uk

Website: www.impacthousing.org.uk

Impact operates as a charity.

Summary of General House Rules

Not to make an unreasonable noise or engage in inappropriate behaviour at any time and to maintain silence between 2300 and 0800.

For obvious reasons this is important. All our residents and our neighbours have the right to study and sleep securely in peace.

Fire Safety:

Read the fire procedure notices in the residences

Leave the building immediately when the fire alarm sounds.

Report to the assembly point.

Take all care to help to prevent fires – especially when cooking.

Never tamper with fire equipment, notices or alarm call points – these are provided to save lives.

Do not bring furniture or equipment into residences unless the Residences Manager has given permission (residents may bring domestic appliances e.g. hair dryers and PC's – but not electric heaters).

Please take the threat of fire seriously – those who have experienced it do so.

Illegal, offensive or dangerous items/substances are not permitted in residences.

This refers particularly to illegal drugs, which will not be tolerated in residences, fire arms (including replicas and air guns), hunting or combat knives, any item producing a naked flame (e.g. candle) and any other item which could present a danger to residents. Offensive materials include those that may cause offence under the Sexual, Racial Harassment or Equal Opportunities Policy. To be in possession or to display or use any of the above will result in confiscation of the item and disciplinary proceedings which may result in eviction. **This is for the safety and comfort of all residents – please respect this, whatever your personal views may be.**

Not to engage in dangerous or criminal activities.

To respect the structure and environment e.g. buildings and gardens.

Treat with care – e.g. please do not play ball games etc. near residential buildings – replacement of glass causes fees to increase!

Limited electrical appliances brought into residences, ensure that they are in a safe condition, used safely and left in a safe state after use.

Electricity supply is limited and excess equipment causes blown fuses and cause inconvenience to all. Reduce the risk of fire by disconnecting at the electricity point after use.

Not to throw items out of windows or to place any items on external window sills.

Please help us to maintain a safe environment. Falling objects can cause injury to people below.

Facilities provided are only for paying residents who live at the Old Brewery Residences which is owned by Impact Housing Association.

Please do not invite other people to use shared facilities. It is unfair on others and creates a strain on the facilities. For obvious reasons residents are not permitted to give their room key to any other person.

Residents take full responsibility for the actions of their visitors and guests and may face disciplinary action if any of their guests are found to be in breach of house rules. This is to again ensure that residents' rights to security and peace are not breached by guests and visitors.

Keep the premises clean and tidy.

Co-operation is a pre-requisite of shared living. Unwashed dishes, unwrapped food and waste attract pests and bacteria. Please keep your area clean.

Please do not allow animals into the buildings (blind students would normally be permitted to bring a guide dog).

Impact Staff and authorised contractors will need access to your accommodation in the course of their work. Please give access.

Please help to maintain security for all residents by keeping entrance doors locked and take care to lock study bedroom doors.

These House Rules are for the safety and comfort of all residents. By accepting a place in our residences, you agree to be bound by them. We look forward to your co-operation in these matters.



EDUCATIONAL LETTING NOTICE:

- A This notice is given to tell you that the room at the Old Brewery Residences shall be let to you for the purpose of enabling you to attend a designated course of study at the educational institution detailed below (“the Institution”)

This is in accordance with the Rent Act 1977, section 8, Housing Act 1985, Schedule 1, paragraph 10 and Housing Act 1988, Schedule 1, paragraph 8

This tenancy is therefore neither a protected tenancy nor an assured tenancy within the meaning of those acts.

- B It is important you read and fully understand this notice before signing below.

Signed:

Print Name:

Date:

Institution:

Course:

Year of study:



Personal data given in your application will only be used in compliance with the Data Protection Act 1998



Educational Tenancy Agreement

This tenancy is issued by

Impact Housing Association
The Old Brewery
Bridge Lane
Caldewgate
Carlisle, Cumbria CA2 5SR
Tel: 01228 597352

By signing below you are bound by the details of this Tenancy Agreement including the attached Terms & Conditions.

Signed by the parties:

Signed by the Tenant:

Dated:

Signed for and on behalf
of IMPACT HOUSING
ASSOCIATION LTD

Dated:

Head Office: Nook Street, Workington, Cumbria CA14 4EH. Industrial & Provident Society No. 21411R. Housing Corporation No. LO917.
Web: www.impacthousing.org.uk Impact Operates as a Charity.

TENANCY AGREEMENT

This agreement is made on:

(Tenancy Start Date)

between:

(Tenants Full Name)

1. Impact Housing Association Limited of Nook Street Workington CA14 4EH (which shall be called the "Landlord" for the purposes of this Agreement), and

2.

(Tenants Full Name)

(who shall be called the "Tenant" for the purpose of this Agreement).

In Summary:

Name of Tenant:

(Tenants Full Name)

Home Address:

Address Line1
Address Line2
Address Line3
Address Line4
Address Line5

Home Telephone Number:

Mobile Telephone Number:

Property Address:

The Old Brewery
Bridge Lane
Caldewgate
Carlisle CA2 5SR
Cumbria

Flat/Room:

Tenancy Period:

Please select tenancy period & initial the adjacent box

7th September 2009 to 27th June 2010

21st September 2009 to 11th July 2010

(unless extended by agreement with the Landlord beyond the end date on payment in advance of additional rent)

The Rent Payable for the property shown above, for the period of **42** weeks, is **£ 2910.60**

This can be paid in full or in three instalments. The amounts and on such dates which are specified below.

Payment one	£ 1108.80	on 28th September 2009
Payment two	£ 970.20	on 18th January 2010
Payment three	£ 831.60	on 26th April 2010

PROVIDED THAT if the Tenant is not normally resident within the UK then the rent shall be due and payable in cleared funds before the start of the first term.

(Attach to Educational Tenancy Agreement Terms & Conditions)

Educational Tenancy Agreement Terms & Conditions

The Property

1. The Landlord owns an interest in **The Old Brewery Lane, Caldewgate, Carlisle CA2 5SR** (called "the building").
2. The Tenant shall be entitled to occupy a room (called "the Room") in a flat together with the right to use the common parts, furniture and facilities in the flat ("Flat") and shall, in common with all other Tenants of the Building, have the right to use common parts listed in Appendix 1 to this Agreement (the "shared accommodation").
3. The Room, Flat and shared accommodation (together referred to as the "Premises") shall be let to the Tenant for the purpose of enabling him/her to attend a designated course of study at the Institution, and the Landlord has notified the Tenant in writing that the tenancy shall not exceed the duration of such attendance and that Paragraph 10 of Schedule 1 of the Housing Act 1985, Paragraph 8 of the Schedule 1 of the Housing Act 1988 and Section 8 of the Rent Act 1977 apply to this tenancy.
4. The Out of Bounds areas are those areas listed in Appendix 2 access to which is prohibited to the Tenant at all times.

It is agreed as follows:

5. (a) The Landlord gives the Tenant permission to reside in the Premises in common with such other persons (or person) as shall from time to time be designated by the Landlord. The Landlord shall specify which room in the Flat the Tenant is to occupy.

(b) If a bedroom in the Flat is empty, any remaining tenants can suggest a new tenant to take the empty room. The Landlord will consider the suggested person sympathetically, but may refuse. If the tenants do not suggest anyone, or the suggested person is refused, the Landlord may rent the empty room to another person.
6. (a) The tenancy shall continue for the length of time stated on page one as the Tenancy Period and at the rent specified on page one as Rent Payable.

(b) This tenancy is for a fixed period and is not subject to early termination except in accordance with clause 12 detailed below.

(c) In the event of the Tenant wishing to stay in the Premises for a period beyond the end date then the Landlord may agree to this on payment of additional rent but the Tenant may be required to relocate to other Premises within the Building.
7. (a) The Landlord reserves the right to charge a returnable deposit of £150.00 at any time before the termination of this Agreement, which is payable on demand. The deposit will be levied against loss of keys or damages or any anticipated necessary cleaning of the Premises or to cover the cost of any expenses incurred by the Landlord resulting from breach by the Tenant of any of the terms of this Agreement.

(b) Any interest earned on the deposit shall be the property of the Landlord.
(c) The Landlord reserves the right to charge the Tenant a non-refundable £50.00 fee to cover its administrative costs following a request from the Tenant to change rooms or substitute a new tenant in his/her place provided that such request is granted by the Landlord.

(d) The Landlord reserves the right to charge the Tenant a fee of up to £50 if:-

- (i) an instalment of rent is made more than 14 days later than the date specified in this Agreement or
- (ii) an instalment of rent is made more than 7 days later than the dates specified in a payment plan agreed by the Tenant and the Landlord or
- (iii) an instalment of rent by direct debit is not honoured. These charges will be used to cover the administrative costs of recovering the debt.

8. The Tenant shall be responsible for damage caused by him/her or his/her guests to the Premises and to any furniture, fittings and equipment within the premises and the replacement of any such damaged furniture, fittings and equipment.

The Tenant Agrees:

9. (a) to pay the rent on the agreed dates
- (b) not to allow someone else to live in the Premises, that is not to assign the benefit of this Tenancy, nor sublet nor grant any licence of the Premises or any part of the Premises
- (a) not to authorise or permit any person other than the occupants nominated for the time being by the landlord to occupy the Premises or any part thereof or to sleep therein or to use the same as a residence provided that this sub clause shall not prohibit one visitor of the Tenant remaining in the flat at night up to maximum of two nights in every seven
- (d) to use the Premises for residential purposes as the Tenant's only or principle home; not to operate a business at the Premises; not to use or allow members of his household or invited visitors to use the Premises or any communal area for any illegal or anti-social purpose
- (e) to be responsible jointly and severally with all other tenants of the Flat for payment of all gas and electricity charges and direct payment of telephone and data charges incurred in respect of the Flat during the tenancy
- (f) to the release of his/her name and address to any relevant utility companies. Also, to the release of his/her name and address to his/her flatmates in order to arrange payment of any accounts due
- (g) (i) throughout the tenancy to keep and thereafter to leave clean and in as good condition as at the date of the start of this Agreement (fair wear and tear excepted);
 a) the Premises including the windows and the common parts
 b) the furniture, furnishings, fixtures and fittings within the Premises
 (ii) The landlord reserves the right to clean the Flat during the Tenancy if deemed necessary by the Landlord. Any costs incurred will be borne by the tenants
- (h) not to make any additions or alterations to the premises or to the furniture, furnishings, fixtures and fittings
- (i) not to do or suffer to be done anything which may render any increased or extra premium payable for any insurance of the Premises or contents arranged by the Landlord or make void or voidable any such insurance
- (j) to ensure that he/she or any visitors to the Premises do not say or do anything against a person on the grounds of his or her racial or ethnic origin or gender in:
 (i) such a manner that it interferes with the peace and comfort of the person aggrieved or any member of his/her household: or
 (ii) such a manner that the person aggrieved or any member of his/her household fears for his/her safety: or

- (iii) in such a manner as to cause nuisance or annoyance to the person aggrieved or any member of his/her household
 - (k) not to authorise or permit or participate in any party in the Premises at any time without seeking permission from all neighbouring occupiers and the Landlord.
 - (l) not to carry out maintenance on any motor vehicle or motorcycle
 - (i) at the front of the premises or in any part of the inside of the Premises: or
 - (ii) in the grounds or parking areas EXCEPT by written permission of the Landlord
 - (m) to permit the Landlord and its authorised agents for operational and emergency purposes, immediate access without notice to the flat and shared accommodation
 - (n) to permit the Landlord and its duly authorised agents upon giving reasonable notice to enter and to examine the condition of the premises and the furnishings and household effects, provided that all visits shall be made at a reasonable time
 - (o) to immediately report all repairs of any damage however caused to the Premises to the Landlord
 - (p) not to store within the Premises any combustible material
 - (q) to comply with any HOUSE RULES for the time being in force for the better management of the Premises as Appendix 3 to this agreement
10. Without any prejudice to the generality of 9 (n) and (o) above it is hereby declared and agreed that one purpose of the power conferred upon the Landlord and its duly authorised agents is to enable periodic inspections to be made to ascertain the state of the premises, the furnishings and any other property of the Landlord

The Landlord agreed that it will:

11. (a) keep in repair the structure and exterior of the Premises (including drains, gutters and external pipes)
- (b) keep in repair and proper working order the installations on the Premises for the supply of water, gas and electricity and for sanitation and or space and water heating
- (b) pay for all gas and electricity charges incurred in respect of the Flat and shared accommodation, PROVIDED THAT where the gas and/or electricity charges in respect of the Flat are unreasonably high (for example by reason of excessive use of cooking or heating facilities), the Tenant shall be jointly and severally responsible

Provided that the Landlord will not be responsible (a) for any such works and repairs for which the Tenant is liable by virtue of his duty to use the Premises in a tenant-like manner (b) to rebuild or reinstate the Premises in the case of destruction or damage by fire or tempest flood or other inevitable accidents.

12. (a) If the payment of rent shall at any time be in arrears for 14 days after it becomes due or if the tenant shall be in breach of any of the covenants contained in the Agreement or if the Tenant or his guests or visitors are convicted of a criminal activity then the Landlord will serve a Notice to Quit giving four weeks notice for the Tenant to leave the premises.
- (b) in the event of the Tenant's withdrawal from the university, the Landlord shall allow the early termination of this agreement subject to a minimum notice period of 4 weeks.

(c) In an incident of misconduct the tenant will be asked to leave immediately or within 5 days of notification.

13. Notwithstanding the provisions of the Occupiers Liability Acts the Landlord shall be under no duty to any stranger to this Agreement to perform any of the Landlord's obligations (whether expressed or implied and whether undertaken for the protection of such stranger or not) insofar as these obligations go beyond the obligations involved in the duty or care which the Landlord may owe to such stranger or visitor to the Premises.

14. The Tenant agrees to pay the Landlord all costs, charges and expenses whatsoever (including legal costs and surveyors fees) incurred by the landlord by reason of any breach by the Tenant of any of the terms of this Agreement.

15. (Under the conditions of Residence) information relating to any conduct or behaviour involving University of Cumbria students that gives rise to any concern, complaint or disciplinary procedure, including students' personal data, may be passed on to the University of Cumbria and the University will act on such information as it deems appropriate.

Appendix 1 The "shared accommodation" referred to in this Agreement shall mean:

- Grounds
- Laundrette
- Refuse Collection Areas
- Entrance Foyers and Stairways
- Common Rooms
- Parking Areas
- Cycle Stores

Appendix 2 The Out of Bound Areas referred to in this agreement shall mean:

- All locked/Signed Private/Keep Out Areas
- Roof Tops
- Chimneys
- Plant Rooms
- Fire Escapes (except in emergency)

Appendix 3—

House Rules (1) The House Rules are for the safety and comfort of all residents and exist to ensure that everyone enjoys living in the residence and no one is disturbed as a result of residents actions or inactions.

Applicability (2) Residents are bound by these rules and are responsible for ensuring that non-residents (e.g. guests and visitors) that they have invited or who are in their company are aware of and comply with the House Rules at all times. Visitors are permitted to stay for a maximum of 2 nights in any 7.

Non-Compliance (3) Non-compliance with the rules by residents, guests or visitors will usually result in a warning, fine, notice to quit or a combination of these.

The 10 Fire Safety Rules:

(4) a. You must respond to fire alarms by vacating the building. We rarely have false alarms but we do have a system that allows you to get out when there is a fire before you are aware of it and before you are in immediate danger. Failure to vacate when an alarm sounds will result in disciplinary action because you could be placing other people's lives in danger in particular, the Fire Fighters who would be looking for you in the event of a fire spreading.

- b. Keep all fire doors closed. Please note that we have heat detectors in kitchens and smoke detectors in corridors so please stop accidental soundings of the fire alarm by keeping kitchen doors shut especially if you have burnt the toast! Fire doors must not be propped open.
- c. Do not interfere with any fire safety equipment on the understanding that any interference will result in the severest penalties since you could be putting someone's life at risk.
- d. Candles (and other items producing a naked flame) are not permitted and will be removed by staff if discovered.
- e. Ordinary saucepans must not be used to deep-fry food (e.g. chips). Use thermostatically controlled deep-fryers only.
- f. Food cooking on the grill or hob must be attended at all times. Oven cooked food must be checked regularly.
- g. Emergency exits are to be used only in an emergency.
- h. Fire exits must not be blocked.
- i. Furniture and appliances (heaters, cookers and fridges etc.) must not be brought into residences without the express permission of the House Manager. Permission will not normally be granted for upholstered furniture unless a certificate of fire retardancy is produced.
- j. The Residences Manager retains the right to remove items that could be potentially dangerous e.g. candles, heaters, unsafe cooking equipment.

Domestic Appliances (5) Only domestic electrical appliances e.g. hair dryers, shavers, stereos may be used and residents are to ensure that such appliances are fitted with fused plugs. All appliances must be switched off, disconnected and left in a safe condition after use. Electrical appliances must be in a safe condition. Staff will remove unsafe items.

Dangerous Behaviour (6) Behaviour that is dangerous, whether malicious or as a intended prank, is not permitted. Objects or substances of any kind must not be thrown from the windows of the building, and articles must not be placed on external windowsills because of the danger of injury to passing pedestrians being hit by falling objects.

Damage (7) Residents must not in any way damage, remove or misuse any part of the premises its furnishings, fixtures, fittings, decoration or equipment. This includes overflowing of water from any appliances and residents are required to keep all gullies, waste pipes and drains free from obstruction.

Security (8) Residents must not allow unauthorised persons to enter the building. If in doubt residents should leave people outside the building because if they are authorised they will have their own method of procuring entry. Following others into a building (tailgating) is the most common method used by thieves to enter the building. Residents are advised to always keep their bedroom and, when applicable, their flat entrance door locked. If a suspicious person is spotted then residents are advised to ring security.

Dangerous Items (9) Any item or substance that is illegal, or could cause harm and is inappropriate to a residential environment, or is intended to inflict harm is prohibited. Notably fire arms (including replicas and air guns).

- Noise—our biggest complaint (10)** Residents are not to make an unreasonable noise at any time and in particular between the hours of 11.00 pm and 8.00 am. No noise that would disturb other residents should be audible outside the room in which the noise is being made. Consideration must be exercised in the use of audio equipment and the use of headphones should be considered.
- Social Events (11)** Applications for social activities/ parties involving more than 4 people at any time and more than one visitor after 11 pm, must be made five weekdays (excluding bank holidays) in advance to the Residences Manager.
- Nuisance (12)** Residents must not engage in any behaviour consisting a nuisance or annoyance to other residents or interfering with the quiet and comfort of other residents or users of neighbouring property. This also applies to the distribution of unauthorised leaflets, posters and flyers, which cause litter problems.
- Grounds (13)** No ball or other physical games are to be played in the immediate vicinity of the residences and other residential buildings. Residents should respect the gardens and other aspects of the environment. Any gardens or grounds attached to the premises are to be left in a clean and tidy condition.
- Non-Residents (14)** Facilities in residences are provided for the use of those students living there. Residents may not permit or invite non-resident to use the communal facilities e.g. kitchen, as this could prevent the use of the facility to those who pay for it.
- Security of Keys (15)** Residents must not lend out keys to rooms.
- Cleanliness (16)** Residents are to keep their premises in a clean and tidy condition and failure to keep the premises clean may lead to extra cleaning charges.
- Storage (17)** Residents are to ensure that their belongings are stored in their own area and the accommodation is not cluttered with their items that would prevent staff from carrying out their normal duties.
- Pets (18)** Pets/animals are not to be kept on the premises or in any part of the residences. Guide dogs are the exception and special arrangements will be made.
- Drugs (19)** The storage, use of supply of illegal drugs is a criminal activity and is a police matter. All illegal drugs found will be confiscated.
- Criminal Activity (20)** If residents convicted of an arrestable offence or an offence, which may cause the resident to be an unsuitable tenant, they may be required to leave the premises permanently. If the resident allows any visitors onto the premises who have been convicted of any arrestable offence or any offence which may cause concern, then both may be required to leave the premises permanently.
- Offensive Material (21)** Posters or other material that cause offence may not be displayed and will be removed wherever found. For guidance the Landlords sexual, racial harassment and equal opportunities policies commit to providing an environment that is free from discrimination on the grounds of ethnic origin, colour, gender, disability, marital status, age, sexuality or religion.
- Car Parking (22)** Cars are not to be parked in residence car park without an official parking permit.

OLD BREWERY RESIDENCES INFORMATION SHEET

Postal Address:

Your name, Flat, Old Brewery Residences, Bridge Lane, Carlisle CA2 5SR

Description of Facilities:

The site accommodates two hundred students in four buildings, surrounding a converted Old Brewery building with its distinctive chimney. This is Tun House where you will find the Reception Office, Mailboxes, and a Lounge Area, which overlooks the River Caldew and Carlisle Castle.

The Caretaker/Warden lives on site and there are Student Assistants who also live in the Halls.

There is Launderette with the provision of coin operated washing and drying machines and also an iron and ironing board. We have a secure Bike Store with bike racks and a car park for those with a Car Parking Permit (see under Car Park details).

You will be allocated a single study-bedroom within a self-contained, self-catering flat, with between four and seven rooms per flat. Each room has a washbasin, bed, desk, chair, wardrobe and drawer unit. All flats have gas central heating and a fitted kitchen/living area as well as bathroom/shower room facilities. A cooker, fridge-freezer and microwave, kettle and toaster are all provided.

However, items such as kitchen utensils, pots, pans, crockery & cutlery are not provided. Students will need to bring these items with them or purchase them in Carlisle after they have arrived. Temporary loan of crockery is available upon request.

Cleaning:

Students are responsible for all the cleaning within the flat. A vacuum cleaner, brush, mop etc are provided. A charge may be made, following a written warning in the case of damage or neglect to the property. Flat inspections take place on a monthly basis.

Linen:

No bedding or linen is provided, so you should bring or buy your own. Students coming from abroad are able to purchase a bedding pack, consisting of: duvet, pillow, duvet cover, pillowcase and sheet at a cost of £40.00

Tenancy Details

All students are required to sign a legally binding Tenancy Agreement for the fixed period of the tenancy (see below). Students can only move out before the end of the tenancy if another student can be found to take over the room for the remainder of the contract. Residents are entitled to occupy their room over the Christmas and Easter vacation and can extend their residency at the end of the contracted period if they wish. If a student decides to withdraw from his/her course, four weeks notice is required.

Fixed tenancy period for academic year 2009/2010 is 42 weeks:

Option One (Main Tenancy for Degree Courses) 21 September 2009 to 11 July 2010 .

Option Two (FE and some Foundation/Teaching Courses) 7 September 2009 to 27 June 2010

Rent is £69.30 per week, **including fuel & Internet Access.**

TOTAL: £2910.60

Payment of Rent

Termly Option

Residents will receive their Term One accommodation invoice shortly after moving in and will be expected to settle promptly on receipt of the invoice. A booking deposit of £250.00 is non-returnable, but will be credited onto the third Term rent account.

Rent payments are fixed and cannot be varied if the student arrives late or leaves early.

Payments can be made by:

Credit / Debit card

Cheque

Cash

Direct Debit (see below for details)

Bank Giro

Bank Transfer (also accepted from international students – please ask for details)

Please note that all international students must pay their rent in full before the start of the First Term.

Payment of Rent by Direct Debit

Payments are in eight monthly instalments (£2910.60 divided by 8 = £363.83 monthly), which will be taken from accounts on the 1st or 15th of each month. Thus an example is - starting 1st October 2009 and finishing on 1st May 2010 (admin staff will confirm start and end dates on your arrival).

Please note the following points:

1. Direct Debits can only be accepted from UK Banks and Building Societies. Overseas bank accounts are not acceptable.
2. If you do not return the Direct Debit form with your other documents, but wish to arrange payment of rent by this method, please ensure you return the form as soon as you can. Alternatively you can complete a form on your arrival.
3. If you default on your direct debit payment, an administration charge may be made for collection of monies outstanding.

Fuel

The rent for accommodation at the Old Brewery includes fuel charges. However, each flat has individual heating controls and meters for gas and electricity. Meter readings will be taken periodically, but no further charges will be levied **unless consumption is excessive**. Residents should set heating & hot water timers and not leave the system on constant. (If help is needed contact the warden in office hours)

Internet Access:

We have a wireless system on site to which all students have access to the Internet. An allowance of 10GB per month is available. If more is required then arrangements can be made to upgrade at an additional cost.

Car Parking:

Limited parking places are available at a cost of £250.00 for the 42 week tenancy period. Please contact the Old Brewery office if you wish to purchase a parking Permit.

Other Matters:

The site is covered by Closed Circuit Television, but students are strongly advised to take out insurance cover for their personal possessions. Information leaflets are available from Student Services, if you have not arranged this beforehand.

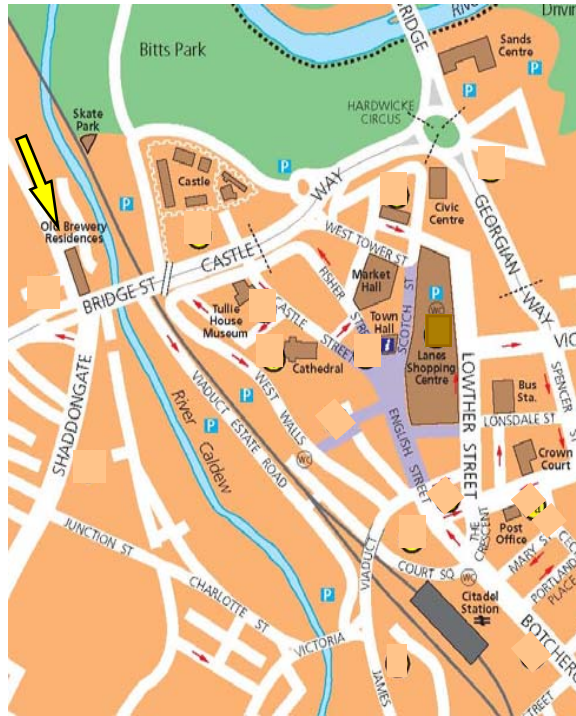
Students in residence require a TV Licence for their own televisions. Please note that Cumbria's Digital Switchover is in June 2009.

Please ensure that friends and family are aware that it is not possible to contact students by telephoning the Old Brewery Residences Admin Office, except in cases of genuine emergency - telephone number is 01228 597352.

Student residents are exempt from Council Tax.

How to apply

First year students who apply in good time can usually be located a place in the Halls. To apply for accommodation or to have a look around the Old Brewery please contact us directly on 01228 597352 or email us at deec@impacthousing.org.uk or via your chosen Higher Education Institution.



Mapping produced by Lovell Johns Ltd, Witney, Oxford

Old Brewery Residences Student Accommodation Carlisle 2009 —2010



The Halls of Residences are a great place for Students to stay in the heart of the city!

Halls of Residence

Overlooking the River Caldew and next door to Carlisle Castle, the Old Brewery Halls of Residence is an ideal place for students to stay during their time in Carlisle.

The Halls, which are only a few minutes away from the City Centre and all Higher Education Institutes offer a high standard of student accommodation in modern self catered flats.

Due to its relatively small size, the Old Brewery has developed a friendly, community atmosphere where students from the University live alongside those from other Colleges in Carlisle. This provides an opportunity to make friends with students from different programmes and backgrounds.

The Halls also welcome a variety of students from overseas and this mix of culture, languages and interests help to create a stimulating environment for all students, enhancing their study and social experiences.

Accommodation

The Old Brewery is a self catering Hall of Residence with 200 single study rooms arranged into five, six and seven bedroom flats. Each flat has a fitted kitchen, with main electrical appliances provided and a living area.

Individual study bedrooms are equipped with wash-basin, desk/drawer unit, wardrobe and bed. A bathroom, shower and two WC's are also provided in each flat. All flats have gas central heating and an intercom system for added security. A number of flats have been specially designed to accommodate students with disabilities.



On-site facilities

The Old Brewery has a range of facilities for use by students. These include a laundrette, wireless internet access and a general lounge area. There are also a limited number of parking spaces available and a locked bicycle store. The site benefits from CCTV security.

Although students enjoy their independence at the Halls, a caretaker/ warden and two student assistants live on-site to assist with any problems or queries. The Student Residences Manager is also available during office hours to provide friendly advice and guidance on any issues or concerns the students may have.

Students living in Halls are exempt from Council Tax payments.

Why choose the Old Brewery?

- Modern, well equipped accommodation
- First class facilities
- Competitive rates
- Safe, secure environment
- City centre locations
- The great border city
- Internet access

The rapid rise in Carlisle's student population has led to the development of a host of new facilities in the city centre, ranging from café bars, clubs and restaurants to bookshops and leisure attractions that cater for a wide range of interests.

The City is also recognised as a regional shopping centre hosting a range of prestigious stores and national chains.





Please fill in the form using a ball point pen and send to your organisation. Payments will be collected by:

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Whitestone
Hereford
HR1 3SE

Instructions to your Bank or Building Society to pay by Direct Debit.

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Name(s) of Account Holder(s).

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Bank/Building Society account number.

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Branch Sort Code.

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Name and full postal Address of your Bank or Building Society.

To: The Manager	Bank / Building Society
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Postcode	

This is not part of the instruction to your Bank or Building Society. Please complete your address and telephone number.	
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Postcode:	
Telephone:	Ref:

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Instruction to your Bank or Building Society.

Please pay allpay.net Limited Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with allpay.net Limited and, if so, details will be passed electronically to my Bank or Building Society.

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Date

Banks and Building Societies may not accept Direct Debit instructions on some types of account.

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The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amount to be paid or the payment dates change allpay.net Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by allpay.net Limited or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

Telephone: 0870 240 2953

