

Bells Gardens Community Centre

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CONTRACT OF HALL HIRE

Before hiring the premises you must agree to accept the following conditions, please read carefully:

1. The organisation known as Southwark Group of Tenants Organisation Ltd
Manages the premises called Bells Gardens Community Centre
and operates an equal opportunities policy. Therefore, the premises are available for
the use of everyone regardless of race, colour, religion, ethnic origin, disability or
sexuality and it is expected that all Hirers comply with this policy.
2. All Hirers must produce proof of identity and address (i.e. gas/electric bill, benefit
book, bank/building society statement.)
3. The deposit shall be £200.00 cash and must be paid within 48 hours of the application
being accepted by the organisation.
4. Hiring charge: £30.00 p/h (Hall, **Max.60** people)
£30.00 (Use of Kitchen, available for HALL ONLY)
£20.00 p/h (Meeting area, **Max. 20** people)

Failure to comply with the maximum capacities specified in each area will result in
your deposit being forfeited.

All hire costs must be paid, in full, at least 14 days **before** the event.

5. Failure to give at least 4 weeks notice of cancellation will result in your deposit being
forfeited.
6. All returnable deposits will be refunded after 3 days and no later than 14 days after
the event upon appointment, by the method of which it was paid
7. The Organisation may by notice in writing, stating the reasons, cancel the contract
and shall be secured against all claims by the Hirer. Deposit and hire charge will be
returned in full.

8. The premises must be left clear, clean and swept in any part of the premises hired and all rubbish disposed of. This must be carried out within the time the hall has been hired whether the hirer cleans themselves or if they choose to contract the cleaning out to someone else. Failure to comply will result in your whole deposit being forfeited.
9. The Hirer shall not allow the playing of loud music, use of any instrument or create any noise, which could be deemed to be a breach of the Control of Pollution Act or any other act or bye law enacted for the control of noise nuisance. Being a community centre within a residential area, it is deemed that subtle background music is suitable. Failure to comply will result in your deposit being forfeited.
10. The Hirer shall be responsible for any loss/damage caused to any part of the premises or equipment therein, during the period of hire.
11. Chairs and Tables
 - Chairs or tables are not to be taken outside.
 - Chairs or tables are not to be moved from one hall to the other.
 - Chairs or tables in reception are not to be moved from their position.Failure to comply will result in your deposit being forfeited
12. Reception is a means of entering and exiting the premises. There is to be no congregating, eating or drinking in this area.
13. Only the part of the premises hired by the Hirer may be used. Failure to comply will result in your deposit being forfeited
14. The premises shall not be hired out for the sale of any goods or items without the consent of the organisation. The premises shall not be hired out for profit making by private individuals.
15. Helium or normal balloons must be removed from premises following your event. Failure to comply will result in your deposit being forfeited
16. The Hirer may not make alterations to the fixtures and fittings of the premises or use inflammable decorations.
17. The Hirer may not make public announcements and/or sell tickets for any event, without prior agreement.

18. The organisation is not responsible for the loss, theft or damage of any articles during the hire period. The Hirer should consider taking out insurance cover to protect personal possessions.
19. The organisation holds its own public liability insurance policy but the Hirer must determine whether this adequately covers their event.
20. The Hirer is obliged to ensure that any equipment or furniture not catered for in the contract is provided by him/her at no cost to the organisation.
21. The Hirer shall ensure that all firefighting equipment is not used for a purpose other than that for which it is intended and access for such equipment and fire escape doors are not impeded in any way whatsoever.
22. The Hirer must ensure that the premises are used in an orderly manner and without disturbance to Tenants/Residents in the nearby area especially during arrival and departure.
23. The Organisation shall have the right to clear and close the hired premises and terminate the hire contract should there be any contravention or breach of these conditions or should there be any failure to maintain good order. The Hirer shall not have any right or remedy against the Organisation in respect of this action.
24. Any complaints must be made in writing by the Hirer and received by the Secretary of the Organisation within 7 days of the occasion of the complaint.
25. Any fines or costs incurred as a result of breaching any of these conditions will be the responsibility of the Hirer.
26. For security and safety of the premises, staff and guests, CCTV is in operation and used to monitor and as evidence in the event of any incident or breach of contract.
27. Depending on what time the hall has been hired to, no event shall continue past 9pm Monday to Sunday, and the premises must be cleared by **9.15pm at the latest**.

Failure to comply will result in your whole deposit being forfeited.

All the conditions are a requirement of the booking. Any breaches will be taken seriously and future bookings may be refused.

PLEASE COMPLETE ALL REQUIRED FIELDS

Name:

Address:

Postcode:

Telephone no:

Purpose of hire:

Area being hired: *(please tick relevant boxes)* **Hall** **Kitchen** **Meeting area**

Start time: **Finish time:**

Number of hours: **Number attending:**

Day of Event: **Date:**

I HAVE READ THIS CONTRACT OF HIRE AND I AGREE TO ABIDE BY THE ABOVE CONDITIONS AND ACCEPT THAT MY DEPOSIT WILL BE FORFIETED SHOULD I NOT ABIDE BY THEM.

Signed: Date:
(Hirer)

Signed: Date:
(Staff on behalf of the Bells Gardens Community Centre).

Please note that this contract of Hire is still subject to the approval of the new centre management board