

Bells Gardens Community Centre

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CONTRACT OF HALL HIRE

Before hiring the premises you must agree to accept the following conditions:

1. The organisation know 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 £100.00 and must be paid within 7 days of the application being accepted by the organisation who will provide a receipt.
4. Hiring charge
£30.00 (Big Hall)
£20.00 (Small Hall)
£10.00 (Meeting Room)

For the use of Big Hall / Small Hall / Meeting Room (specify parts of premises)

All monies must be paid, in full, at least 14 days before the event, the organisation will provide a receipt.

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.
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 and all rubbish disposed of in any part of the premises hired.
9. The Hirer shall not allow the playing of amplified music, use 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.
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

(No event shall continue past 11pm and the premises must be cleared by 11.30pm).
11. Only that part of the premises hired by the Hirer must be used, as stated in clause 4.
12. a) No alcohol is to be sold or offered for sale without an Occasional License being obtained in the name of the Hirer, and duly inspected by the organisation. The Occasional License must be visibly displayed on the premises during the event.

Or b) No alcohol is to be sold or offered for sale on these premises.
13. The premises shall not be hired out for the sale of any goods or items without the consent of the organisation.
14. The premises shall not be hired out for profit making by private individuals.
15. The Hirer may not make alterations to the fixtures and fittings of the premises or use inflammable decorations.
16. The Hirer may not make public announcements and/or sell tickets for any event, without prior agreement.

17. 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.
18. The organisation holds its own public liability insurance policy but the Hirer must determine whether this adequately covers their event.
19. 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.
20. The Hirer shall ensure that all fire fighting 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.
21. 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.
22. All vehicles should be parked in a considerate and appropriate manner according to local parking regulations -----
----- (state details).
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.

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

Name:-----

Address:-----

Telephone no: -----

Purpose of hire: -----

Start time:----- Finish time: -----

Number of hours ----- Number attending: -----

Day:----- 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:-----
(for and on behalf of the organisation).

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