

**Hall Hire Agreement and Hall Hire Terms and Conditions
for Organisations, Charities, Businesses and Community Groups**

Details of Hire

Name of hirer:..... Name of Organisation:.....

Position:

Address:

.....Postcode:.....

Telephone: Mobile:..... Email:.....

Hire Date:

Start Time: Finish:
(Including time necessary for setting up and clearing away)

Room Hired: Lounge Hall IT Suite

Purpose of hire:.....

Number of attendees (approx):.....

Room Rate:£...../hr Total hours of hire:..... Total Hire Cost:£.....

Caretaker Name & Phone number:.....

Emergency Contact: Devon Jordine - 07950865205

Declaration

I hereby confirm that I am hiring the room stated on the above date and time and agree to abide by the terms specified in the hire agreement below.

I understand that if I fail to comply with the Room Hire Terms and Conditions it may result in my booking being cancelled and an invoice raised against me to cover any costs incurred by Waltham Forest Housing.

Signed by Hirer Date.....

Signed on behalf of WF Housing..... Date.....

WF Housing
 Priory Court Community Centre, 11 Priory Court, South Countess Road, London, E17 5NB
 Tel: 020 8531 0380

Visit our website: www.priorycourtcc.org.uk for more hire information

For Office Use Only

Hire Fees				
Online payment <input type="checkbox"/> Invoice <input type="checkbox"/>	£	Date:	Receipt No. PO number for invoice:	Received by:
Hire Fee Refund	Amount Refunded £	Date:	Reason for refund:	Name of hirer: Signature:
Caretaker Details				
Caretaker informed	Yes <input type="checkbox"/>	Date:	Name of caretaker:	Contact no:
All entered on Google Calendar?	Caretaker Details Entered: <input type="checkbox"/>		Booking details Entered: <input type="checkbox"/>	

Priory Court Community Centre

Room Hire Terms and Conditions

The person/organisation named in the hiring agreement shall be the “hirer “and will be responsible for ensuring that the following conditions are complied with.

1 Hire Payments & Booking

1.1. The hirer must pay the full hire charge in advance **at least 14 days before the date of hire. Room bookings will not be confirmed unless payment is made in advance. WF Housing retain the right to cancel any booking where payment has not been received within these stipulated times.**

Any cancellations made on the part of the hirer are subject to our cancellation policy, article 2.1

1.2. The hirer will pay the hire charge via the Council’s secure online payment system.

1.3. Requests to pay on invoice may be made by an organisations and must be approved and agreed with by Centre staff prior to the booking. A purchase order must be raised by the hirer to cover the full cost of hire.

1.4. The hirer will refrain from public announcement of any function proposed to be held at the premises until the **booking has been confirmed**. A booking will only be deemed as confirmed on receipt of full payment for the hire and the signing of this document.

1.5. The hirer will **keep to the times agreed on the hire agreement**. Hirers will be invoiced or asked to pay for any extension to the booking outside of pre-arranged times.

1.6. In the event of damages, loss or cost incurred as a result of the booking, WF Housing will invoice the hiring organisation the full costs incurred plus a 15% admin free.

1.7 The hirer will be invoiced for any costs incurred to WF Housing that result from any breach of this agreement.

1.8. The hirer will not assign the benefit of this agreement to any third party.

1.9 All charges are inclusive of VAT

2 Cancellations

2.1 It may be necessary for WF Housing to cancel a booking due to unforeseen circumstances. WF Housing is not liable or required to compensate for any loss or inconvenience caused, other than refunding of the original hire fee. It is therefore recommended that the hirer take out event insurance (see section 3)

2.2. Weekday booking cancellations:

In the event that the hirer cancels a booking the following charges will apply;

- **25% of total hire fees retained for cancellations made within 14 days of function date**
- **50% of total hire fees retained for cancellations made within 7 days of function date**
- **100% of total hire fees retained for cancellations made within 2 days of function date**

Notification of cancellations should be made in writing and will be effective on the date received by WF Housing staff at Priory Court Community Centre.

2.3. In instances where no cancellation has been made and the hirer does not show, the full hiring fee will still be charged.

3 Third Party Insurance and Liability

Waltham Forest Council shall not be responsible or liable for any damage to or loss of any property, articles or items placed or left on the premises by the hirer or any other person.

3.1. The hirer will accept full responsibility for and Indemnify Waltham Forest Housing against all costs, charges and claims in respect of injury to any person using the premises being hired, except in circumstances caused by negligence of WF Housing.

3.2. The hirer will compensate WF Housing for any damages caused to the building or to fixtures, fittings and appliances belonging to WF Housing during the period of hire or as a result of any breach of this agreement.

3.3. The hirer will compensate WF Housing should theft occur of any items owned by WF Housing during the period of hire or as a result of a breach of this agreement.

4 Advertising

4.1. The hirer will ensure that the **premises are not used for any other purpose** than what is stated on the Hiring Agreement.

4.2. Posters or announcements advertising the purpose for which the premises have been hired should be produced with the approval of community centre staff.

5 Visitors and Guests

5.1. The hirer is responsible for letting guests in and out of the building and making necessary arrangements in the interest of security and good order. **Neither the caretaker nor daytime staff are required to provide door keeping services.**

5.2. The hirer (or designated person for community groups/organisations) is responsible for their guests/delegates. In the case of large meetings, parties, events etc. it is advised that they keep a sign in sheet or register in order to comply with Fire, Health & Safety and all other relevant procedures and legislation.

5.3 The hirer is responsible for ensuring that guests entering or leaving the premises do so in such a way as to not cause a nuisance to other centre users, local residents or members of the public.

6 Child Protection and Safeguarding

6.1 The Hirer acknowledges there may be activities run for children, young persons or vulnerable persons during the hiring (whether at the Facility or the hiring) and will comply with all requirements to comply with safeguarding of these children, young adults or vulnerable persons.

6.2 Where the Hirers organise events with children and young people NOT accompanied by their parents or guardians, the Hirer must comply with the Councils safeguarding policy.

6.3 It is the Hirer's responsibility to ensure any adult working with children or vulnerable adults has a current and satisfactory DBS certificate in place. The Hirer must produce evidence of this to the Council on request and the Hirer undertakes there will always be a person with a valid DBS certificate in charge when working with children, young adult or vulnerable person. The Hirer will not leave any child, young person or vulnerable person in the company of anyone other than their respective parent or guardian.

6.4 Regular hirers will also be required to have a Child Protection Policy or a Safeguarding Policy in place, a copy of which will need to be provided to the council at the time of booking and on request.

6.5 Hirers must ensure that they have appropriate adult to child ratios complying with appropriate guidance.

6.6 The Hirer will be responsible for complying with all statutory requirements for safeguarding of children including and which for the avoidance of doubt is not limited to the conditions in this agreement including preparing its own safeguarding policy and guidance in accordance with the law including the Safeguarding Vulnerable Groups Act 2006.

6.7 Where the Hirer suspects a child, young person or vulnerable person at the Facility during the hiring is or may be at risk of suffering, or likely to suffer, significant harm, physical abuse or physical harm the Hirer will immediately inform the Hire Supervisor and use its best endeavours to cooperate fully with the Council in reporting this to the relevant authorities including the police.

7 Security

7.1. **Ensure that the centre, or room being hired is not left unattended.** If the booking finishes earlier than the scheduled time, hirers **should take all proper precautions for the prevention of any breach of security**. Please contact the staff or a designated **Caretaker** (their contact number is stipulated on the front of this agreement) to make them aware of any emergencies or if you need to leave the building earlier than planned.

In all other instances, the hirer or named designated person must remain in the building until all other guests have left.

8 Political and Religious Groups and their associated activities

8.1 The Council will not approve any application to hire or to use any part of the premises from any organisation or individual, which in its opinion, may incite racial tension or lead to, or result in, public disturbance or disorder.

8.2. If there is reason to believe that the use of the premises is likely to lead to any disorder, racial disharmony, or finds that the hiring is or likely to be of an objectionable or undesirable nature and not in accordance with the stated purpose or that the hirer is otherwise in breach of any condition of this agreement, the centre manager may refuse to accept or cancel the booking.

9 Fire Safety and Other Emergency Procedures

The premises shall not be used for purposes that will involve any increased risk of fire or any policy of insurance. The hirer and guests must comply with all instructions stipulated by centre staff or such duly authorised delegated person/s.

9.1. Ensure that emergency exits are not obstructed at any time during the period of hire. **Vehicles are not to be parked in front of any exits or the main entrance to the building. Visitors are advised not to park their vehicle on the street or pavement, since this will obstruct traffic.** Please ensure that all guests use parking bays in the car park and other designated parking bays on the estate. **Bollards will be unlocked for deliveries for 1hr at the beginning and end of booking time.**

9.2. Ensure that persons using the premises are aware of the location of all fire appliances and emergency exits. **Emergency Exits should only be used for emergencies and not for delivery of goods/equipment etc.**

9.3. Ensure that persons using the premises know what to do in the event of a fire, bomb threat or other emergencies.

9.4. In the event of a fire, the alarm must be raised by breaking the glass on one of the alarm points immediately next to all fire exits and evacuating the premises. Emergency services will need to be called at the earliest possible opportunity as well as calling the designated caretaker for assistance if they are not on site. All persons will need to be immediately escorted out of the building to the assembly point, which is **the park on the corner of Sherwood Close and Priory Court**. Please use the nearest marked exit either through the main front doors, the back /side doors leading from the hall or the back doors in the lounge and ICT suite. **No attempt should be made to collect personal belongings, or re-enter the building after evacuation.**

9.5. Allow no more than the number of persons permitted in this agreement to attend the premises at any one time:

Hall capacity = 150 people

Lounge capacity = 70 people

IT suite capacity = 15 people

It is important that you do not exceed the room capacity requirements and follow our Fire Safety Regulations.

9.6 Fire fighting apparatus shall be kept in its proper place and only used for its intended purpose;

9.7 The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to WF Housing representatives;

9.8 Highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. Polystyrene, cotton, etc.) shall be undertaken or erected without the consent of Centre Staff

9.9 No unauthorised heating or cooking appliances including portable gas cylinders shall be used on the premises;

9.10 Hirers are advised that a First Aid Box is provided for general use and found in the kitchen, any accident no matter how slight must be reported to a WF Housing staff member and logged an accident form filled in.

9.11. All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989. WF Housing disclaims all responsibility for all claims and costs arising from the use of any such equipment that does not so comply. Hirers must seek the approval from WF Housing for electrical items they intend to bring onto the premises.

9.12 Fireworks are not allowed to be used in or around the Centre

10 Health and Safety

10.1. Take proper steps to **control admittance** to any function in which the hiring agreement applies and to ensure that there is **no intrusion or hindrance** to any other event or functions taking place at the same time. **In instances where admittance levels have been breached, centre staff or the caretaker reserve the right to contact the police. Hirer and guests will be asked to leave the premises and the building will be closed.**

10.2. The consumption of alcoholic beverages is allowed on the premises as long as the centre is notified at the time of booking the hall. Alcohol may only be supplied and not sold.

10.3. **The hirer must specify a nominated person who must have a mobile phone whilst in the building.**

11 Licences

11.1 No literary, dramatic, musical, film or video work shall be performed or shown at the premises without obtaining all necessary copyright licences and theatre, film, video and public entertainment licences. No such work shall be performed or shown without the prior approval of WF Housing, and no alteration to the work shall be made after such approval.

11.2. The Hirer:

- a) Shall be responsible for obtaining any necessary approvals or licences in connection with the hire, other than those already held by WF Housing;
- b) Will comply with all conditions attaching to such approvals or licences, and
- c) Will indemnify WF Housing against all losses, costs, damages and expenses resulting from any failure to obtain such approvals or licences or from any failure to comply with the same.
- d) Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or associations responsible for functions held in the centre premises shall ensure that the requirements of the relevant legislation are strictly observed.

All such licences shall be produced to WF Housing representative before the commencement of the hiring.

12 Equal Opportunities

The centre shall be open to all members of the community regardless of race, nationality, gender, sexual orientation, age, disability, religious or political beliefs or marital status and hirers/users shall not discriminate against any individual or group in any activity taking place there.

13 Kitchen Regulations

The following Kitchen rules must be observed at all times

1. No children are permitted in the kitchen.
2. The kitchen must not be left unattended whilst the water boiler, kettle or the oven/hot cupboard are in use.
3. No metallic objects, plates, dishes etc. are to be used in the microwave oven.
4. The round hand basin is to be used only for washing of hands; you are reminded that you should wash your hands before and after the preparation of any food.
5. All work surfaces should be washed before and after the preparation of food.
6. If there is any spillage on the kitchen floor, it should be mopped up immediately, to prevent anyone slipping and having an accident.

7. No items should be placed on the kitchen floor, which could be a trip hazard for persons using the kitchen.
8. No food is to be cooked in the Priory Court Community Centre kitchen, pre-cooked food may be reheated using the facilities provided. Hirers are reminded that there are health risks associated with the reheating of food.
9. All refuse is to be secured in dustbin liners and placed by the hirer in the large green bin at the front of the centre.

14 General Use of Rooms

14.1. Ensure that **fire equipment and appliances** are not damaged, tampered or removed for other purposes.

14.2. Provide name and contact details of the person/s (if different from information on the booking form) who will be responsible for signing a pre-event checklist (applicable to one off hire). **The designated person/s will be required to confirm that the building, fixtures and appliances are in working order at the beginning and end of the booking.**

14.3. WF Housing operates a **no smoking policy** in Priory Court Community Centre. It is the hirer's responsibility to ensure that delegates/guests are informed of this policy to comply with this.

14.4 The consumption of alcoholic beverages is allowed on the premises as long as the centre is notified at the time of booking the hall. Alcohol may only be supplied and not sold

14.5 Except in the case of trained assistance dogs, dogs shall only be permitted on the centre premises in connection with organised activities such as dog training or dog shows.

14.6. Avoid attaching balloons or any decorations to light fittings or use nails, tacks, tape and any material which could damage or remove the paint from the walls.

14.7. No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without approval of a WF Housing representative. Any alteration, fixture, fitting or attachment shall, at the discretion of WF Housing staff, be removed by the Hirer. Any making good necessary as a result of damage from the Hirer's fixtures and fittings will result in the hirer being charged to cover the costs.

14.8. The Hirer shall, during the hiring period, be responsible for:

- a) supervision of the premises;
- b) protection of the fabric and contents of the building;
- c) ensuring that the external areas of the premises, are left litter free and undamaged.
- d) Safety from damage however slight;
- e) The behaviour of all persons using the premises, whatever their capacity

15 Housekeeping – End of Hire Period

15.1 **Vacate the room promptly at the time your room hire ends.** Hirers are advised to allow enough time within the hire period **to enable guests to leave the premises, clear away all equipment and tidy the room up to the satisfaction of centre staff or the caretaker. The premises must be cleaned and tidied by the hirer within the time that the premises were hired and not after this time**



15.2. Take any excess rubbish home with you. Ensure that all rubbish is disposed of in a responsible manner. For one off bookings, hirers can leave a maximum of **4 refuse sacks in the centre's bin** (located outside the centre's main entrance).

All decorations and balloons must be taken down and removed from the premises.

15.3 Items left on Site

WF Housing accepts no responsibility for any equipment or other property brought onto or left on the premises, and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of the hire period; otherwise, fees will be charged for each day or part of a day at the hire fee per session until the items are removed. The Hirer shall indemnify and keep WF Housing or its employees or agents and invitees indemnified against all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including storage of equipment) by the Hirer.

I confirm that I have read and understand the Room Hire Terms and Conditions

Signed by Hirer

Date.....