



Community Hall / Room Hire Conditions

Please read carefully before signing this agreement.

DEPOSITS MUST BE PAID 14 DAYS IN ADVANCE OF THE HIRE DATE.

In these rules the following definitions apply:

Agreement Kilburn Square

Any agreement to hire the community hall at Kilburn Square, Tower Block, Kilburn Square

Hirer's Premises

Person or persons hiring the premises

1. The hirer must buy an Insurance Liability Policy that cover similar level of liability as that offered by the Co-op's insurer (£1 million).
2. The Hirer must **PROVIDE A COPY** of Insurance Liability cover before they use the premises
3. The Hirer must indemnify the Co-op against all claims, demands, actions or proceedings, which may arise as a result of the hirer's use of the premises.
4. The maximum people capacity for the community hall is **80**
5. All payments for the hiring of the premises must be made in advance and at least **14 days** before the event.
6. An additional charge of £120* (minimum, depending on the activity) deposit will have to be paid at the time of the booking which is refundable, provided there is no damage or mess to the hired premises after the event. If the cost of the damage or of cleaning the premises exceeds the deposit charged; then the hirer will be liable for any excess payment due. **All damage must be reported to the Co-op.** (see clause 32)
7. Hirers must ensure that the premises are left in a clean and tidy condition with any furniture and equipment put back where it belongs. All heating and lighting are to be switched off and all taps closed. All rubbish must be removed from the premises and disposed of in the bins situated on the estate. No rubbish is to be left on the premises or pavement area on the estate.
8. The community hall premises are not licensed by the local authority for music, dancing and the sale of alcohol.
9. Nothing should be left on the premises at the end of the period of hire without the prior written consent of the Manager of the Co-op. The Co-op will remove any property left on the premises and dispose of it as it sees fit. The Hirer shall indemnify Co-op against any claim thereby arising.

10. The hirer should only use the premises for the declared purpose
11. The premises must be vacated when the booking ends. For example, a booking from 9am to 8pm means that the premises must be vacated by 9pm. The Co-op reserves the right to charge the Hirer overruns, which cannot be later than 10pm
12. All noise and music must cease at 8pm. **All noise must be always kept at a reasonable level throughout the function**
13. The Co-op shall not in any circumstances be responsible to hirers (or other persons entering upon the premises as a result of this agreement) for any damage or loss whatsoever.
14. Any publicity material the hirer proposes to use shall be submitted to and approved by the Co-op Management Board before it is used.
15. The Co-op reserves the right to cancel any proposed use without notice. In this case hirers will not be entitled to any compensation other than a refund of the charges already paid.
16. The Co-op will try to ensure that its own use of the premises does not interfere with the hirers' use and that all sanitary, heating and lighting facilities are in good working order. Hirers shall not be entitled to any compensation in the event of there being any conflict of uses or if any facilities are out of order.
17. The Co-op staff will have the right to refuse admission to or remove from the premises any person(s) without stating the reason.
18. The Co-op authorised representatives (including contractors) shall have the right to enter the premises at all times.
19. Except with previous written consent of the Co-op:
 - a) No goods of any description may be sold on the premises
 - b) No excessively loud music may be played on the premises
 - c) No use shall be made of the premises before or after the specified time in the agreement
 - d) No alterations shall be made to any furniture or fittings and no additional lighting, or any decorations or advertisements shall be brought onto the premises
20. No notices may be put on the walls of the premises because they may damage the decorations. Cello-tape, drawing pins and similar types of fixings are not permitted. All notices which have been approved by the Co-op must be removed at the end of each hire.
21. **No smoking** is permitted in the community hall, kitchen, toilets or the reception foyer. Smokers must go outside the building and dispose of their cigarettes appropriately.

22. If the hirer wishes to cancel, 21 days' notice must be given in writing before the date of the proposed use to be entitled to a full refund. Any less notice and a £25 administration fee is applicable.

23. The Hirer should ensure the following during the whole of the event:

The Hirer must sign in all guests so that a list of all persons in the building is available for checking in the event of an emergency

The music and noise level must be kept at a level so as not to cause a nuisance to the residents who live on the estate or surrounding areas

No racist or anti-social conduct that cause an offence or annoyance/nuisance to others is allowed whilst on the Co-op's property

No loitering is allowed on the Co-op's premises, i.e. communal areas such as stairs, landings, hallways, toilets. Lifts, emergency exits

Guests must not cause any nuisance to disturb the residents, by shouting, screaming, banging doors and sounding car horns when leaving the premises. Guests must use the premises in a reasonable manner

No drugs of any kind to be brought onto or consumed on the premises

Children must be always accompanied and supervised by parents or responsible adults

Parents/carers are responsible for the behavior and safety of the children in their care

Fire escape passages must be kept clear, and no one should congregate in or around them

All locks on fire doors must be unlocked before guests are admitted. Fire doors must not however be opened

If the kitchen is hired, only authorised persons are allowed in the kitchen. No child/ren under the age of 14 is allowed in the kitchen

No pets are allowed in the hired premises except for guide dogs

Health and safety must be observed at all times

24. Individual one-off bookings are deemed private functions; this means that only the hirer and his/her guests shall be admitted. No entrance fees may be charged.

25. Individual one-off bookings will be limited

26. Presently there is only one area designated for toilets; use for all male and female. This facility is situated opposite the community hall. There are two WC units in this area with two wash-hand basins and hand dryers.

27. All bookings must be approved by the Kilburn Square Housing Co-op's Management Board.

28. **NO** bookings can be made more than three (3) months in advance, except in special circumstances. The applicant must make his/her request in writing with mitigating circumstances for the booking

29. If there is any breach of these conditions, the Co-op may without notice determine the hirer's rights under this agreement forthwith and the refundable deposit will not be returned

30. This Agreement is personal to the Hirer(s) and may not be transferred in part or whole whatsoever

31. **The meeting room can only be used for the following uses:**

Children's parties; Funeral gathering; Meetings (at the discretion of the Manager/Board)

32. A deposit of £120 will be required and is only refundable if there is no damage to any part of the area. For example, stains to carpet, broken panes of glass, damage to tables and chairs and or kitchen equipment*

KILBURN SQUARE HOUSING CO-OP LIMITED

REQUEST TO HIRE THE MEETING ROOM

MEETING ROOM HIRE CHARGES

**Minimum hire is 4 hours – Maximum hire is 8 hours
Hire times Monday to Friday from 9.00am to 8.00pm**

Addition charge applies to hire kitchen facilities

Weekend events are very limited and require an additional charge for staffing.

	4 hours	8 hours
Co-op Members	£50	£100
Other Residents	£70	£140
Business Meetings	£100	£200
Non-Profit meeting	£60 (£15/hour)	NA
Use of kitchen plus	£25	£50

Deposit **£120.00 (payable in advance and refundable if no damages)**

AGREEMENT

I have read and accept the terms and conditions of the agreement for
the hiring of the
Kilburn Square Housing Co-op
Ltd Community Hall booked by me for rental

Name of person _____ Co-op Member _____

Organization _____

Address _____

Date of request _____ Tel no. _____

Type of Function _____

Day and date requested _____ day Date _____
(week-end booking carries an extra charge)

Times requested from _____ to _____

Number of people to attend _____

Insurance details to cover this event* _____
(COPY TO BE ATTACHED TO FORM)

Total hours of use: _____ Total amount due: £ _____

Official use

Payment received £ _____ DEBIT CARD/POSTAL
ORDERS/BUILDINGSOCIETY CHEQUE (including £120* deposit)

Payment received by Co-op officer _____

Signature of Co-op Officer _____ Date _____