

Kilburn Square Housing Co-op Limited

Community Hall/Room Hire Conditions

Please read carefully before signing this agreement.

ALL HALL /DEPOSITS MUST BE PAID 14 DAYS IN ADVANCE OF 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) An Insurance Liability Policy must be taken (in the name of the hirer) the cover must be of a similar level than 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 exceed 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 the 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 kept at a reasonable level at all times 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 unto 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 as 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 behaviour 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	
	Co-op Member £50 – 4 hours £100 – 8 hours
	Other Resident £70 – 4 hours £140 – 8 hours
	Business Meetings £100 – 4 hours £200 – 8 hours
	Non Profit for Meeting £15 - 1 hour
	Use of kitchen <i>plus</i> £25.00 – 4 hours <i>plus</i> £50 – 8 hours
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**

*The room can be booked for half a day (4 hours) or a full day (8 hours)
The kitchen is an additional charge for half a day (4 hours) or a full day (8 hours)Week-end events are very limited and require an additional charge for staffing.*

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: £** _____

<p><i>Official use</i></p> <p>Payment received £ _____ DEBIT CARD/POSTAL ORDERS/BUILDINGSOCIETY CHEQUE (including £120* deposit)</p> <p>Payment received by Co-op officer _____</p> <p>Signature of Co-op Officer _____ Date _____</p>
