**BOOKING FORM & HIRE AGREEMENT**

|  |  |  |
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| ***Please tick community center you wish to hire*** | **Checkmark*Tick*** | |
| **Flower and Dean Community center** 41 Flower and Dean Walk, E1 6QT |  |
| **Gray inn Community Center:** 105 Grays Inn Building, Roseberry Avenue, EC1 4PJ |  |
| **Hillview Community Center** No.1 Midhope Street London, WC1H 8HG |  |
| **Phoenix Heights community Center:** 140a Byng Street Isle of Dogs London, E14 9AR |  |
| **Samuda Community Center:** 55 Stewart Street, E14 3JH |  |
| **Virginia Quay community center:** 27-35 Sexton Court Newport Avenue London E14 2DU |  |

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| **PERSONAL DETAILS** | | | | | | | | |
| Contact Name |  | | | | | | | |
| Organisation: |  | | | | | | | |
| Address: |  | | | | | | | |
|  | | | | | | | |
| Post Code | | |  | | | | |
| Contact No: | Mobile: | | | | Home: | | Fax: | |
| Email: |  | | | | | | | |
| **EVENT DETAILS** | | | | | | | | |
| Name of event: |  | | | | | | | |
| Brief description of event: |  | | | | | | | |
| Type of event:  *(e.g. performance, classes, wedding, conference, meeting)* |  | | | | | | | |
| Private ❑ Public ❑ | | | | | | | |
| Is the event being filmed: **If Yes, please give details. Prior consent from One Housing Group is required.** | Yes ❑ No ❑ | | | | | | | |
| What is the expected number of people attending? |  | | | | | | | |
| Are you charging an entry fee? **Please note you will need to obtain your own license for this.** | Yes ❑ No ❑  **If so, How much per person? £\_\_\_\_\_** | | | | | | | |
| Will the event be publicised? **If so, please attach copies of publicity material to the booking form.** | Yes ❑ No ❑ | | | | | | | |
| **Alcohol:** Please note we are not able to agree to alcohol being served or sold on the premises. |  | | | | | | | |
| Will music be played at the event? **If yes you will need to obtain your own license for this and provide a copy.**  **Please note that any music will need to be turned off by 9pm.** | Yes ❑ No ❑ | | | | | | | |
| Insurance Liability | Do you have public or personal liability insurance to cover the event?  Yes ❑ No ❑  **Please note: The center is covered under One Housing Group liability and is insured only against claims arising out of its own negligence.** | | | | | | | |
| **Hourly Hire Charges: please indicate the space you wish to hire by ticking the appropriate box and sector** | | | **Resident** | | | **Commercial sectors, voluntary, charitable sectors and Community sector** | | |
| |  |  |  |  | | --- | --- | --- | --- | | *Please contact Resident Engagement team if you are unsure on which floor you wish to hire* | **Individual floor**  **where applicable** | £ 15 [ ] | £ 40 [ ] | | **Roof:**  Sports pitch  *(Phoenix Heights community center only)* | £15hr weekdays (9am-5pm) [ ] | | | £25hr weekdays (5pm – 8pm) [ ] | | | £25hr weekends (9am to 4pm) [ ] | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | | | | | | | | | | **DATE (S) OF PROPOSED HIRE:** |  | | | | | | | Single booking [ ]  Block booking [ ] | | **HOURS OF HIRE:**  **Must include any setting up time.** | **Start Time:** |  |  | **:** |  |  | **am/pm** | | | **Must include any tidying up time.** | **Finish Time:** |  |  | **:** |  |  | **am/pm** | | | **Total number of hours required:** | | | | | | | | | | **Payment Method: We accept the following method of payment, please indicate your preferred method of payment:**  **Cash [ ] Cheque [ ] Debit/Credit Card [ ] Invoice [ ]** | | | | | | | | |   **PLEASE NOTE:** That any attempt to mislead One Housing Group regarding the purpose of the event will result in the cancellation of the event and the loss of any deposit. I have received the following additional documents:   * Standard Conditions of Hire (Attached) * Kitchen Regulations (Attached)   The information you have provided will be used by One Housing Group staff only. The provision of this information is covered by regulations contained in the Data Protection Act 1998.  I **do/do** not give my permission for One Housing Group to hold and use the information on this form. | | | | | | | | |
| **I confirm that I have read, signed and accepted the Hire Center’s Standard Conditions of hire I understand that I am the person accountable for the event and will not contravene the conditions stated.** | | | | | | | | |
| Name: | | Signed: | | | | | | Date: |

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| **FOR OFFICE USE ONLY** | | |
| Total to pay: £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Deposit paid: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total hire payment due by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Name: | Signed: | Date: |

**Please read Standard condition of hire from pages 4 -6.**

**Please email this form to** [**residentengagements@onehousing.co.uk**](mailto:residentengagements@onehousing.co.uk) **when completed.**

**STANDARD CONDITIONS OF HIRE**

THE HIRER shall ensure that the Standard Conditions of Hire govern the use of the Community Centre supplied to him/her are complied with.

1. **The deposit**:
   1. Any deposit taken from THE HIRER will cover 3 areas; securing the booking, damage cover and overtime.
   2. THE HIRER shall pay £100 fixed deposit and the full fee of the cost for the booking no later than 12 days prior the event or there and then if less than 12 days.
2. **Cancellation and Nonattendance:** 
   1. If THE HIRER cancels the booking 12 days prior the event then a 100% of the deposit and fee will be returned.
   2. If THE HIRER cancels the booking 7 to 5 days prior the event then 100% of the deposit will be returned however, only 50% of the hire fee will be returned.
   3. If THE HIRER cancels the booking 4 to 1 day(s) prior to the event then 100% of the deposit will be returned however, 0% of the fee will be returned.
   4. In the event that this agreement is terminated by OHG any charges or fees paid in advance will be reimbursed.
3. **Health & Safety:**
   1. THE HIRER shall take all reasonable precautions to ensure that safety of people attending the center during the hire period.
   2. All children must be supervised by an adult at all times.
   3. Please note – All food must be prepared and served at a good hygiene standard.
   4. THE HIRER shall be responsible for supervision of the premises, protection of the fabric and contents and safety from damage during the period of hiring. This includes proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
   5. THE HIRER shall not sub-let or use the premises for any unlawful purposes such as, do anything unlawful or bring unlawful items which may bring One Housing Group in disrepute or endanger the premises, the users, or any insurance policies relating thereto.
   6. The center has a non smoking policy throughout; it is the responsibility of THE HIRER to ensure that this is followed.
4. **Regulatory licenses:** 
   1. THE HIRER shall be responsible for obtaining any license’s as necessary in connection with the booking, other than those already held by One Housing Group.
   2. THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.
5. **Insurance and Liability:**
   1. THE HIRER shall be responsible to One Housing Group for the cost of repair of any damage done to any part of the property as a result of the hirer’s action or inaction during the period of hire.
   2. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him/her and or organisation whilst using the Community Centre.
   3. One Housing Group and the management of its community centre is insured against claims arising out of its own negligence only.
6. **Fair Trade:**
   1. THE HIRER shall if selling goods on the centre premises comply with Fair Trading Laws and any trading licenses and any local code of practice issued in connection with such sales.
   2. If selling goods on the centre premises. The HIRER must ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser’s name and address and that any discounts offered are based only on Manufacturers’ Recommended Retail Prices.
7. **Catering and refreshments:**
   1. The Centre does not offer a catered service, THE HIRER can use their own caterer, and contact details must to be supplied to One Housing Group prior to hire.
   2. THE HIRER should check any hygiene certificate before supplying the food if external caterers are used.
   3. If the food is not brought and prepared by external caterers it is the responsibility of THE HIRER to ensure best practice of hygiene standards are followed.
8. **Kitchen Regulations**
9. No children are permitted in the kitchen.
10. The kitchen must not be left unattended whilst the kettle or the oven are in use.
11. No metallic objects, plates, dishes etc. are to be used in the microwave oven.
12. The kitchen sink is to be used for washing of crockery, cutlery, food and hands only. You are reminded that you should wash your hands before and after the preparation of any food.
13. Where a dish washer is provided this should be used only for crockery and cutlery.
14. All work surfaces should be washed before and after the preparation of any food.
15. If there is any spillage on the kitchen floor, it must be mopped immediately to prevent anyone slipping and having an accident.
16. No items should be placed on the kitchen floor, as could be a trip hazard for persons using the kitchen.
17. All refuse is to be secured in dustbin liners and removed from the kitchen area and placed in the refuge bins outside of the centre.
18. Please follow hygiene best practice and ensure all cuts are covered with blue plasters.
19. The kitchen is to be left in the state that it was found in, no food, bottles, glasses or rubbish is to remain on the premises after the event.
20. **Noise**

1. All bookings must end by 8.30pm (Mondays to Thursdays), 11pm (Fridays and Saturdays) and 8.30pm (Sundays). You must ensure that members of your group/Guests leave the premises quietly in the evening.

1. **Risk Assessment**

1.Risk Assessments can be found in the Health and Safety (WHITE) folder which will be located close to the main entrance. All hires must read the Risk Assessment prior to the booking.