



HIRE AGREEMENT

AGREEMENT PARTICULARS

This Agreement is made between:

- (1) **K X C FACILITIES LTD**, a limited company in England and Wales with company number 09791527. KXC Facilities is a wholly owned subsidiary of Kings Cross Church, a registered charity in England and Wales with charity number 1141658. (the “**Venue Operator**”);
- (2) **[HIRER]** (Registered charity/Company no. [X]), the registered office of which is at [X] (the “**Hirer**”);

Hirer Contact Name	X
Hirer Contact Email	X

Start date	XX/XX/XXXX
End date	XX/XX/XXXX
Permitted Use	XX

FEES

X	£X
	VAT £X
Total (incl. VAT)	£ X

SPECIFIC TERMS

USE SCHEDULE

Space	Days	Time	Arrangement
X	X	X	X

STX:

SIGNATURES & APPROVAL

This Agreement incorporates the attached Terms & Conditions for all Hire of King's House & All Saints. The parties agree to comply with those Terms & Conditions and with their respective obligations set out in this Agreement. Where there is any conflict between the specific terms set out in this Agreement and the attached Terms & Conditions, the specific terms of this Agreement shall prevail.

HIRER

Name:

Title:

Date:

Signature

K X C FACILITIES LIMITED

Name:

Title:

Date:

Signature

GENERAL TERMS & CONDITIONS

INTERPRETATION

In these terms of hire we have the following definitions and interpretation:

Definitions:

Additional Charges: Means any extra fees that may be chargeable by the Venue Operator, for instance, for the use of our Live Streaming Equipment, Technicians, changes to the dates, times, spaces or services specified in the Specific Terms or otherwise confirmed in writing.

Contractors: Means such suppliers of Services in respect of the Venue Hire as are on the Venue Operators Approved Contractors list or otherwise agreed with the Venue Operator in advance.

Designated Space: The specific room(s), area(s), or workstation(s) within the Venue allocated to the Hirer for their Venue Hire (e.g., Sanctuary, Cafe, Boardroom, or dedicated counselling/office space).

Event Hire: A single, specific occurrence or block of time booked by the Hirer at the Venue. (For Event Hires, there is usually only one Session/Event. For Recurring Hires, there are multiple Sessions over the lifetime of the Venue Hire.)

Fees: means the Hire Fee, any Monthly Fee, Additional Charges and any other sums payable under the Agreement.

Hire Agreement: means the agreement between the Venue Operator and the Hirer, comprising the Specific Terms, these Terms & Conditions and any schedules expressly incorporated into it.

Hire Deposit: a non-refundable deposit of 20% of the total Hire Fee, payable by the Hirer upon receipt of the Hire Agreement to secure the Venue Hire. This deposit is credited toward the final balance of the Hire Fee.

Hire Fee: means the full fee payable by the Hirer for the relevant Hire or Recurring Hire, including any applicable deposit, Additional Charges and other charges specified in the Specific Terms. Exclusive of VAT unless otherwise expressly stated.

Hirer: the individual, organisation, or corporate entity named in the Hire Agreement.

Monthly Fee: The fixed monthly flat-rate sum payable in advance by the Hirer to secure their recurring time slots and space allocations, as specified in the Agreement Particulars and the Use Schedule

Period of Hire: means any agreed period during which the Hirer is permitted to use the Venue, as specified in the Specific Terms, Use Schedule or other written confirmation from the Venue Operator.

Permitted Use: means the activity or purpose for which the Hirer is authorised to use the Venue, as described in the Specific Terms.

Recurring Hire: means a series of Hires agreed between the Venue Operator and the Hirer under a single Agreement, occurring on multiple dates or on an ongoing or repeated basis.

Services: means the provision of Event services, Live streaming, catering services and the supply of external refreshments.

Specific Terms: means the bespoke terms set out at the beginning of this Agreement, including the identity of the Hirer, the Start Date and End Date, the Use Schedule, Fees, and any other specific conditions agreed between the parties.

Use Schedule: means the schedule set out in the Specific Terms specifying the spaces, dates, times, frequency, Permitted Use and other arrangements governing the Hirer's use of the Venue.

VAT: value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement tax and any similar additional tax.

Venue: The specific premises owned, operated, or managed by the Venue Operator, as specified in the Hire Agreement, which may include:

'King's House': 242 Pentonville Road, London, N1 9JY.

'All Saints': All Saints Church, Carnegie Street, N1 9QW.

Venue Hire: refers to all permitted use of the Venue by the Hirer under this Agreement.

Venue Operator: KXC Facilities Ltd, a limited company in England and Wales with company number 09791527, whose address is 242 Pentonville Road, London, N1 9JY. KXC Facilities is a wholly owned subsidiary of Kings Cross Church, a registered charity in England and Wales with charity number 1141658.

2. Use of Venue

- 2.1 Permitted Scope: No part of the Venue, Designated Space, or ancillary areas may be used for any purpose other than the Permitted Use specified in the agreement particulars.
- 2.2 Lawful Use: No part of the Venue, Designated Space, or ancillary areas may be used for any unlawful purpose or in any unlawful way.
- 2.3 Animals: No animals are allowed to enter the Venues without the prior written consent of the Venue Operator at the time of booking. Registered assistance dogs within the meaning of the Equality Act 2010 are strictly exempt from this restriction.
- 2.4 Fixtures and Fittings: No bolts, nails, tacks, screws, adhesives, tape, or other such fixing devices may be attached to the walls or fabric of any Venue, Designated Space or ancillary areas. No placards, posters, or articles are to be fixed to any part of the Venues. The single exception is fixing light paper to window glass using blue tack or light tape.
- 2.5 Noise and Disturbance Mitigation: The Hirer must conduct all activities to minimise noise and disturbance to neighboring properties, businesses, and alternative venue users. If music is played, the Hirer is solely responsible for obtaining any required public performance licences or paying music royalties. The Venue Operator reserves the right to require immediate sound reductions or terminate a session without liability if noise levels cause an unresolved nuisance or breach local authority regulations.
- 2.6 Gambling Restrictions: No sweepstake, raffle, tombola, lottery, or other form of gambling is permitted to take place within the Venue without the express prior written consent of the Venue Operator.
- 2.7 Religious and Ethical Alignment: The Venue will not be used for any religious service, worship, or event with a religious element without prior written consent. The Hirer shall ensure that the event and all related activities are conducted in a manner consistent with the values, policies, and charitable objectives of the Venue Operator, as detailed in the Ethical Use Policy (Schedule 3).
- 2.8 Misrepresentation: The Hirer must honestly declare and fully represent the purpose of the hire at the outset. Any actual or apparent misrepresentation or material omission may result in the immediate cancellation of the booking framework by the Venue Operator without any liability or refund.
- 2.9 Media and Recording: The Hirer must obtain prior written consent from the Venue Operator for any professional photography, filming, recording, or live streaming taking place within the Venue. The Hirer must ensure all participants or attendees have given legal consent to be filmed or photographed.
- 2.10 Brand and Intellectual Property: The Hirer must not use the name, logo, or images of the Venue Operator or the Venue in advertising, publicity, or promotional materials without prior written consent. The Hirer must never imply an endorsement, partnership, or sponsorship by the Venue Operator unless expressly confirmed in writing.

- 2.11 Framework Exclusions: This agreement is personal to the Hirer and is non-assignable. The Hirer shall not sub-licence, share, or transfer rights to any third party unless declared and approved at the time of application.
- 2.12 Mailing System Policy: A designated mail collection tray will be provided in a shared administrative location designated by the Venue Operator. While the Venue Operator will make reasonable efforts to sort incoming mail into this tray, it accepts no responsibility or liability for lost, stolen, delayed, or damaged packages, post, or legal notices delivered to the relevant Venue on behalf of the Hirer. The Hirer is not permitted to use either Venue's address as its registered company address or principal place of business without the express prior written consent of the Venue Operator. Upon the termination or expiry of this Agreement, any mail received will be returned to the sender.

3. Health, Safety & Emergency Procedures

- 3.1 Compliance with Safety Policies: The Hirer must comply with all health and safety legislation, fire safety rules, and emergency evacuation procedures established by the Venue Operator (outlined generically in Schedule 1).
- 3.2 Duty of Care: The Hirer must take all reasonable care for their own health and safety, and for the health and safety of all staff, contractors, volunteers, and invitees who may be affected by their actions, omissions, or equipment during the Period of Hire.
- 3.3 Fire Exits and Escape Routes: All gangways, corridors, staircases, passageways, entrances, and exits must at all times be kept entirely free from obstruction. Fire doors must remain closed at all times when not in use and must never be obstructed, wedged open, or permanently tied shut.
- 3.4 Strict Capacity Limits: The maximum number of guests allowed within individual venue spaces is governed strictly by local authority fire and safety regulations. These caps are detailed explicitly in Schedule 1 (Health & Safety Policy) and must not be exceeded under any circumstances.
- 3.5 Evacuation & Operational Authority: While a Venue Hire is in progress, the Hirer and their guests must strictly take instructions from Venue Operator staff concerning health, safety, and security matters. Venue staff assume full operational control of evacuation procedures if a fire alarm triggers or if an emergency situation warrants implementation of emergency protocols.
- 3.6 Smoking and Vaping: The entirety of both Venues are designated as a strict 'no smoking' and 'no vaping' facility. All consumption of food and drink must occur inside Designated Spaces or areas explicitly authorized by the Venue Operator, and the Hirer shall actively enforce this policy during the Period of Hire.
- 3.7 Special Effects: The Hirer must not use any haze, fog, smoke machines, special effects, or pyrotechnics except with the explicit written permission of the Venue Operator. Venue staff reserve the right to unplug or disable unauthorised devices immediately in the interest of safety.
- 3.8 Accident Reporting: The Hirer must report all accidents, near-misses, hazardous occurrences, or damage to the Venue Operator's designated Health and Safety Officer as soon as is reasonably practicable, completing an official site incident log before departure.

4. Security & Access

- 4.1 Non-Exclusion Framework: This Agreement grants the Hirer a personal, non-exclusive contractual right to use the relevant Venue in accordance with the terms herein. It does not create any relationship between landlord and tenant, does not grant a tenancy or leasehold estate, and confers no right to exclude the Venue Operator or its authorised staff from the premises. The Venue Operator retains absolute control, possession, and management of its properties and venues at all times.
- 4.2 Order and Conduct: The Hirer is directly responsible for maintaining proper order and conduct among all guests, customers, or invitees during a Venue Hire, ensuring they behave appropriately and respect other simultaneous users of the facility.

- 4.3 **Right of Removal:** The Venue Operator reserves the absolute right to refuse entry to, or require the removal of, any person whose behaviour is unacceptable, disruptive, harmful, or offensive, or who fails to comply with the terms and conditions of access.
- 4.4 **Security Fob and Key Infrastructure:** Access to the relevant premises outside of standard public operating hours may require a programmed security fob or key. The Venue Operator may issue fobs to authorised staff members of the Hirer subject to a refundable deposit per fob. The Hirer must report lost or stolen fobs immediately; replacement fobs will incur an additional administration fee.
- 4.5 **Fob Restrictions:** The Hirer must not alter any locks, bypass security devices, or duplicate keys or fobs. All fobs and keys must be returned to the Venue Operator immediately upon the expiry or termination of this Agreement.
- 4.6 **Opening and Closing Responsibilities:** The Venue is a multi-user space; consequently, the relevant Venue may already be open when the Hirer arrives, or may remain occupied by other groups after the Hirer's departure, bypassing the need for the Hirer to lock up. However, if no other authorised users are present at those times, operational responsibility falls to the Hirer's personnel on-site:
 - (a) Whichever representative of the Hirer arrives first shall open the relevant Venue if it is locked.
 - (b) Whoever departs last shall secure the relevant Venue if no other authorised groups remain. If the Hirer's personnel are the last to leave, they must conduct a full physical walk-through and check of the premises to ensure no person remains inside before setting the alarm and locking the premises.
 - (c) Any staff member or representative of the Hirer who holds a security fob must undergo a mandatory security, lock-up, and fire warden induction provided by the Venue Operator.

5. **Catering, Food & Waste Management**

- 5.1 **On-Site Limitations:** Kitchen spaces within the relevant Venue are highly restricted and are generally not suitable for full-scale on-site cooking or catering for large groups unless specifically agreed in writing. The default expectation is that any significant catering needs must utilise external services, which require formal approval from the Venue Operator prior to confirmation with the caterer.
- 5.2 **Approved List:** The Venue Operator can provide a Select List of Caterers who share corporate values and are familiar with the venue layout. No third-party caterers may be utilised without prior written consent at the time of booking.
- 5.3 **External Refreshments:** No food or drink (including alcoholic beverages) may be brought onto the premises for distribution or sale without the prior consent of the Venue Operator.
- 5.4 **Strict Operational Kitchen Clean-Up:** Whenever kitchen or refreshment spaces are utilised, the Hirer must strictly ensure compliance with the following cleanup protocols before the conclusion of the Period of Hire:
 - (a) **Commercial Waste:** All rubbish, food waste, and packaging must be bagged and taken to the designated external commercial disposal area or waste bins. The Venue Operator reserves the right to request excessive rubbish to be taken entirely off-site by the Hirer.
 - (b) **Culinary Cleanliness:** All culinary equipment, crockery, and utensils utilised must be thoroughly washed up, dried, and put away.
 - (c) **Furniture Restoration:** All furniture, chairs, and equipment must be returned to their original configurations or designated storage stacks.

6. **Safeguarding**

- 6.1 **Combined Safeguarding Policy:** Where any Venue Hire involves activities with children (individuals under 18 years of age), young people, or vulnerable adults, the Hirer warrants that it has a robust, legally valid Safeguarding Policy in place. A complete copy of this policy must be provided to the Venue Operator upon request.

- 6.2 Vetting and Training Requirements: The Hirer is solely responsible for ensuring that all staff, volunteers, sub-contractors, and representatives working with children or vulnerable adults have undergone appropriate, up-to-date Disclosure and Barring Service (DBS) checks, have received adequate safeguarding training, and comply fully with all relevant statutory safeguarding duties at all times.
- 6.3 Reporting Mandate: The Hirer must immediately notify the Venue Operator's Designated Safeguarding Lead (DSL) of any safeguarding incidents, disclosures, or allegations that occur on the Venue premises during their Venue Hires, and must cooperate fully with any subsequent investigations or statutory referrals.
- 6.4 Fundamental Breach: Failure to provide evidence of valid safeguarding policies, insurance endorsements, or current DBS checks to the Venue Operator's reasonable satisfaction will constitute an immediate material breach of this Agreement, entitling the Venue Operator to terminate the Venue Hire and cancel all bookings immediately without any liability or refund.

7. Indemnity, Liability & Insurance

- 7.1 Public Liability Insurance: The Hirer must maintain at all times during the Venue Hire a valid policy of Public Liability Insurance with a reputable insurer, covering a minimum limit of indemnity of £5,000,000 per claim. Evidence of such insurance must be provided to the Venue Operator prior to the commencement of the first booking and upon subsequent request.
- 7.2 Professional Indemnity: Where the Hirer utilises the space for specialised commercial or clinical purposes (such as counselling, training, legal, or advisory services), they must also maintain valid Professional Indemnity Insurance tailored to their practice and assume sole professional responsibility for services delivered on the premises.
- 7.3 General Indemnity: The Hirer agrees to indemnify, defend, and keep indemnified the Venue Operator, its trustees, directors, staff, and volunteers from and against all costs, claims, losses, demands, actions, proceedings, liabilities, damages, or expenses (including legal fees) arising directly or indirectly out of the Hirer's use of the Venue, including but not limited to any loss or damage to fixtures, fittings, building fabric, equipment, or furniture.
- 7.4 Limitation of Venue Operator Liability: Subject to Clause 7.5, the Venue Operator is not liable to the Hirer, its employees, customers, or invitees for:
 - (a) Personal injury or death occurring on the Venue Operator's premises.
 - (b) Loss, theft, or damage to any property brought into either Venue by the Hirer, its contractors, clients, or guests.
 - (c) Any indirect, special, consequential, or economic losses, including loss of profit, loss of business, or loss of goodwill.
 - (d) Any total aggregate liability under this agreement exceeding the total hire fees paid by the Hirer in the twelve (12) months preceding the claim.
- 7.5 Statutory Carve-Outs: Nothing in this Agreement shall limit or exclude either party's liability for death or personal injury caused directly by its own negligence, or for fraud, fraudulent misrepresentation, or any other matter in respect of which it would be unlawful under English law to exclude or restrict liability.

8. General Legal Provisions (Boilerplate)

- 8.1 Force Majeure: Neither party shall be liable for any failure or delay in performing its obligations under this Agreement where such failure results from circumstances beyond its reasonable control. This includes acts of God, government restrictions or interventions, strikes, lockouts, fire, flood, utility failures, or unforeseen closures of the Venue that preclude safe occupancy.
- 8.2 Notices: Any notice or communication required under this Agreement shall be in writing and delivered by hand, pre-paid first-class post, or electronic mail to the primary contacts specified in the particulars. Post notices are deemed received two working days after mailing; email notices are deemed received upon verified transmission if sent before 5:00 PM on a working day.

- 8.3 **Severance:** If any provision or part-provision of this Agreement is found by a court or administrative body of competent jurisdiction to be invalid, illegal, or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal, and enforceable. If modification is impossible, the relevant provision shall be severed, and the remaining provisions shall continue in full force and effect.
- 8.4 **No Waiver:** Failure or delay by the Venue Operator to exercise or enforce any right or remedy provided under this Agreement or by law does not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy.
- 8.5 **Entire Agreement:** This Agreement, including its schedules and specific operational modules, constitutes the entire agreement between the parties relating to its subject matter and supersedes all prior discussions, letters, negotiations, promises, warranties, or oral arrangements.
- 8.6 **Third-Party Rights:** A person who is not a party to this contract has no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.
- 8.7 **Governing Law:** This Agreement and any dispute or claim arising out of or in connection with it, its subject matter, or its formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of England and Wales.
- 8.8 **Jurisdiction:** Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its formation.

SPECIFIC OPERATIONAL MODULES

In addition to the preceding terms of this Agreement, the operational modules below apply only where expressly identified in the Agreement Particulars or Specific Terms.

M1: ONE-OFF / STANDARD EVENT HIRE

This Module 1 applies strictly to one-off event hire, conferences, public assemblies, and private social bookings.

M1.1 Enquiries and Booking

- (a) All event enquiries are treated as strictly provisional. The Hirer secures no formal rights to the Venue until a signed copy of the booking agreement is received and the appropriate Hire Deposit is cleared.
- (b) The Venue Operator will hold requested spaces provisionally for a maximum of seven (7) calendar days from the date of initial enquiry. If the deposit and agreement are not completed within this time, the space will be released back to the general public market without notice.

M1.2 Payment Scale and Balance Collection

- (a) If an application for hire is executed within one (1) month of the scheduled event date, the 100% total Hire Fee is payable immediately upon invoicing.
- (b) If an application is made more than one (1) month prior to the event date, a non-refundable booking deposit totaling 20% of the Hire Fee is payable immediately to confirm the date.
- (c) The full remaining balance of the Hire Fee must be received in full at least one (1) month prior to the start of the event. If the balance is not received by this deadline, the Venue Operator reserves the right to cancel the booking immediately, bar access to the relevant premises, and retain the 20% booking deposit.
- (d) **Security Surcharge Bond:** An additional refundable damage and cleanup surcharge bond totaling 20% of the booking value will be added to the invoice. This bond will be used to offset any unauthorised booking overruns, exceptional cleaning costs, or damage to fixtures, with the remaining balance refunded within thirty (30) days post-event.

M1.3 Sliding-Scale Cancellation Terms

If the Hirer cancels a confirmed one-off event booking, the Venue Operator applies a strict sliding scale of fee retention to compensate for lost marketing time. The guidelines are as follows:

- (a) Less than 1 month notice: The Venue Operator will charge or retain 100% of the full Hire Fee.
- (b) More than 1 month notice: The Venue Operator will charge or retain 20% of the total Hire Fee (the non-refundable booking deposit).
- (c) Settlement: Any cancellation charges invoiced under this section must be paid within seven (7) calendar days.
- (d) Postponement window: The Hirer may postpone an event without penalty by providing over ninety (90) days' written notice. The cleared deposit will be transferred to a rescheduled date, provided that the new date falls within ninety (90) days of the originally scheduled event. Any postponement requested outside this window or rescheduled beyond ninety (90) days is treated as a flat cancellation, and standard fees apply.

M1.4 Event Setup, Over-Occupancy, and Grace Periods

- (a) The Period of Hire stated on the booking form must encapsulate all required arrival, catering setup, tech checks, and final pack-down times. The Venue Operator enforces these times strictly.
- (b) At the conclusion of the event, a maximum fifteen (15) minute grace period is permitted for final exit. If the Hirer or their guests remain on-site past this grace period, additional overrun charges will be billed automatically in thirty (30) minute intervals.
- (c) Over-Occupancy Hazard: If the number of persons attending an event exceeds the maximum confirmed room capacities, the Venue Operator reserves the right to suspend or terminate the event immediately and clear the premises without any liability or refund.

M1.5 Mandatory Event Stewarding & Security

- (a) The Hirer must nominate an authorised representative to act as an on-site Event Coordinator, along with designating fire marshals and first aiders who must sign the Emergency Plan specific to that Venue.
- (b) Mandatory Stewards: The Hirer is legally required to provide competent door stewards from their own team to manage attendee arrivals and check credentials. This is strictly mandatory for any event exceeding forty (40) total attendees or any ticketed public event.
- (c) Alcohol Security: If the event includes the sale of alcohol, the Hirer must provide professional, SIA-licensed door security staff at their own expense to monitor entry points and uphold safety.

M1.6 Alcohol Licensing (TENs)

Because the individual venue premises do not hold a permanent retail alcohol licence, alcohol cannot be sold on-site unless the Hirer applies for and secures a Temporary Event Notice (TEN) from the local Borough Council. A certified copy of this approved TEN must be delivered to the Venue Operator at least fourteen (14) days prior to the event. The Hirer must ensure no person under the age of 18 sells, serves, or consumes alcohol.

M2: RECURRING HIRES

This Module 2 applies strictly to recurring weekly or monthly bookings, clinic space hires, shared office arrangements and other Recurring Hires.

M2.1 Fees and Payment

- (a) Hires under a recurring framework are billed as a fixed monthly flat-rate sum to secure the dedicated recurring slot, as specified in the Use Schedule.
- (b) Invoices for the recurring Monthly Fee are generated and sent by the Venue Operator in advance on the 1st day of each calendar month.
- (c) All monthly invoices must be paid in full within seven (7) calendar days of the invoice date.
- (d) No deductions, pro-rata refunds, or fee credits will ever be granted for individual sessions or calendar dates within that month that the Hirer chooses not to utilise or fails to attend. Unused hours do not carry over into subsequent months.

M2.2 Late Payment and Suspension

- (a) If a recurring Monthly Fee is not received by its due date, the Venue Operator will issue a formal written notice of overdue payment to the Hirer.
- (b) The Hirer is granted a grace period of seven (7) business days from the date of that notice to clear the outstanding balance.
- (c) If the payment remains un-cleared upon the expiry of the 7-business-day grace period, the Venue Operator reserves the right to immediately suspend the Hirer's access to the Venue and deactivate all programmed security fobs without any liability. The Monthly Fee will continue to accrue in full during any active period of suspension.

M2.3 Persistent Late Payment

The Venue Operator reserves the right to permanently cancel the entire recurring contract framework without notice or liability if:

- (a) Any Monthly Fee remains completely unpaid for more than twenty-one (21) consecutive days after its original due date; or
- (b) The Hirer fails to pay the Monthly Fee on time on three (3) or more separate occasions within any rolling twelve (12) month period.

M2.4 Cancellation and Termination

Unless otherwise specified in the Specific Terms:

- (a) Individual Session Cancellation: Except as otherwise expressly provided in the Specific Terms or Use Schedule, the Hirer may cancel or release an individual scheduled session by providing at least five (5) days' written notice to the Venue Operator. Cancellations or releases submitted with less than the required notice may remain billable in full at the Venue Operator's discretion."
- (b) Recurring Booking Cancellation: Except as otherwise expressly provided in the Specific Terms, the Hirer may cancel or release a Recurring Booking by providing the period of written notice specified in the Specific Terms (or, if no such period is specified, at least thirty (30) days' written notice) to the Venue Operator. All sessions within the notice period of the cancellation or release date may remain billable in full at the Venue Operator's discretion.
- (c) Full Contract Termination: Either Party may terminate the entire overarching Recurring Hire Agreement framework by providing the period of written notice specified in the Specific Terms or Agreement Particulars (or, if no such period is specified there, at least sixty (60) days' written notice) to the other Party. Any confirmed bookings or monthly cycles falling within that notice window remain payable in full."

(d) Fee Variations: The Venue Operator reserves the right to review and adjust the underlying fee structure for recurring hires by providing the Hirer with at least sixty (60) days' written notice of any fee adjustments.

M2.5 Venue Availability and Room Changes

A recurring booking framework does not grant the Hirer permanent or exclusive rights to any specific room, workstation, or physical area of a building. The Venue Operator reserves the right, acting reasonably, to amend schedules or reallocate the Hirer to an alternative, equivalent space within the Venue Operator's portfolio for operational reasons, facility maintenance, or unexpected internal use, upon giving reasonable advance notice.

M2.6 Attendance and Capacity

The Hirer must report any material increase in regular attendance numbers. If a recurring group exceeds the maximum safety capacities specified for their assigned room, a strict warning system is triggered:

First Infraction: The Venue Operator issues a formal warning, and the Hirer must immediately reduce occupancy to comply with fire limits.

Persistent Breach: The Venue Operator may permanently terminate the overall contract if the Hirer persistently breaches capacity limits after receiving two or more written safety warnings.

M2.7 Storage

Storage space is not guaranteed. Leaving equipment on-site between recurring sessions requires explicit, prior written storage approval. The Venue Operator accepts no liability for stored property. The Venue Operator may recover its reasonable costs of removal, storage or disposal.

M2.8 The Tenancy Exclusion Clause

The Hirer's rights under this Agreement are personal and non-exclusive. Nothing in this Agreement creates a relationship of landlord and tenant or grants the Hirer any tenancy, leasehold estate or other property interest in the Venue or any part of it.

M2.9 IT Infrastructure and Internet Usage

(a) Provision of Services: The Venue Operator shall provide the Hirer with access to a shared wireless network (the "Shared Network") within the Designated Space during the designated booking hours. The Venue Operator does not guarantee uninterrupted, secure, or specific-speed internet access, and the service is provided on an "as-is" basis.

(b) Acceptable Use: The Hirer agrees that the Shared Network will be used strictly for lawful business or operational purposes. The Hirer shall not utilize the network for high-bandwidth activities that degrade network performance for other building occupants, nor for any illicit, defamatory, or malicious activities.

(c) Security and Liability: The Hirer is solely responsible for maintaining adequate security, firewall protections, and antivirus software on their own devices. The Venue Operator accepts no liability for any loss of data, unauthorized access, malware infections, or financial losses incurred by the Hirer while utilizing the relevant Venue's digital infrastructure.

M2.10 Cleaning and Maintenance of Designated Space

(a) Venue Operator Responsibilities: The Venue Operator shall be responsible for the general communal cleaning of the premises, including shared corridors, common structural walkways, and communal restroom facilities.

(b) **Hirer Responsibilities:** The Hirer maintains strict responsibility for keeping the specific Designated Space in a clean, tidy, and sanitary condition during and immediately following each scheduled session. All waste, food wrappers, and promotional materials generated during the booking must be disposed of in the designated bins provided at the relevant Venue.

(c) **Deep Cleaning Fees:** If the Hirer leaves the Designated Space in a state that requires specialist cleaning, or a level of maintenance exceeding standard commercial usage, the Venue Operator reserves the right to engage professional cleaners and invoice the Hirer for the full cost of restoration, plus a 10% administrative surcharge. Persistent failure to maintain Designated Space cleanliness shall constitute a material breach of this agreement.

M2.11 Storage Facilities (Best Efforts Only)

(a) **No Automatic Entitlement:** The Hirer acknowledges that a booking does not automatically grant any right to store equipment, stock, or personal materials at the Relevant Venue between scheduled booking dates.

(b) **Reasonable Endeavors:** Upon written request from the Hirer, the Venue Operator will utilize reasonable endeavors to source and provide a designated, secure storage space within the Relevant Venue. However, the Venue Operator does not guarantee that adequate storage space will be available, and any provision of storage is subject strictly to physical space constraints at that specific site.

(c) **Absolute Exemption of Liability:** Where storage space is successfully provided, all items are left entirely at the Hirer's own risk. The Venue Operator accepts no liability for any loss, theft, accidental damage, or deterioration of the Hirer's stored property, regardless of how it is caused. It is the sole responsibility of the Hirer to maintain adequate insurance coverage for any goods stored on the premises.

Schedule 1: Health & Safety Policy (Generic)

The Venue Operator considers the health, safety, and welfare of its staff, community, and Hirers to be of paramount importance. All Hirers are required to actively cooperate with this policy by:

1. Familiarising themselves with the layout of fire exits, emergency pull stations, and exterior muster points prior to conducting active sessions.
2. Ensuring that no working materials, equipment, tables, or personal bags are positioned in a way that creates a trip hazard or blocks path access.
3. Exercising proper safety monitoring over all electrical equipment brought into the building. All personal or commercial appliances brought on-site must display a certified PAT test label dated within the last twelve (12) months. The Venue Operator reserves the right to confiscate or unplug any uncertified or visually dangerous electrical items.
4. Reporting any facilities defects, broken furniture, water leaks, or safety hazards immediately to the building manager.
5. In strict accordance with Clause 3.4 and Clause M2.6 of this Agreement, the maximum number of occupants permitted within any single room or area at any one time is strictly governed by fire safety regulations.
6. The Hirer must actively monitor and enforce the following capacity caps during their Period of Hire:

King's House Capacity

Designated Space	Maximum Safety Capacity
Whole Venue	240
Upper Room	200
Fleet Room	40
Luciana Room	35
Saint Rooms	30
Cafe	80
Lumen, Providence, Media Rooms	3
York, Kitchenette	2

All Saints Capacity

Designated Space	Maximum Safety Capacity
Sanctuary Hall	60
Board Room	14
Meeting Room	10
Cafe	25
Downstairs Office	15
Upstairs Office	10

Studio (Basement)	10
Kitchenette	3

Schedule 2: Alcohol and Drugs policy

Because our venues do not operate under a permanent commercial premises licence, strict rules govern the presence of controlled substances:

- **Alcohol Distribution:** Free alcohol may be served responsibly at private social sessions only with prior administrative consent. The culture of consumption must be actively monitored by the Hirer. Service must be immediately refused to any individual who appears heavily under the influence.
- **Minor Protection:** Under no circumstances may alcohol be served to, handled by, or consumed by anyone under the age of 18.
- **Narcotics Ban:** The possession, supply, use, or distribution of illegal drugs, narcotics, or unauthorised chemical substances is completely prohibited anywhere across the Venues. Any violation of this clause will trigger an immediate termination of the contract, permanent venue barring, and direct referral to law enforcement.

Schedule 3: Ethical Use Policy

King's House (opened in early 2022) and All Saints (opened in late 2025) are initiatives managed by King's Cross Church (KXC). Across our venues, our values and mission are shaped by our faith, which can be read about further at www.kingshouse.org.uk.

Further to this, our Landlord for our premises is the London Diocesan Fund (Charity Number 241083), and our leases require that the use of the buildings is in line with the objectives of the Bishop's Mission Order.

As a result of this, and as active places of Christian worship, we have developed this unified Ethical Use Policy for both internal and external use of our premises. This sets out our hopes for the creative use of our spaces, alongside some exclusions of events that we are sadly unable to accommodate as active places of worship.

Vision and Values

Our overarching vision is for our venues to be:

- **A house of mercy and justice:** We build long-term partnerships with local projects and charities to help respond to local needs and tackle some of the drivers of poverty that exist across King's Cross and Caledonian Road (otherwise known as 'The Cally').
- **A house of innovation and renewal:** Spaces that cultivate innovation, providing a genuinely affordable environment for our local business community, creatives, charities, and purpose-driven organisations in King's Cross, the Cally, and beyond, whilst remaining deeply conscious of our environmental footprint.
- **A house of hospitality and healing:** Accessible spaces for people from all walks of life to come together, giving priority to those in society who are often overlooked, marginalised, and neglected.

- **A house of prayer and presence:** Spaces that contribute to the spiritual transformation of our local area, rooted in practices of prayer, fostering an environment where the beautiful diversity of our neighbourhoods can be embraced and celebrated in the spirit of unity. :

Our venues are spaces designed to cultivate innovation, providing genuinely affordable space to hire for our local business community, creatives, charities, and purpose-driven organisations. Every hire invests straight back into the church and community services hosted within our buildings, practically fuelling the ongoing story of physical, social, and spiritual transformation in King’s Cross and on the Cally.

As an ambitious organisation with charitable objectives, we are particularly keen to host events that are:

- **Local:** We love the King’s Cross and Cally areas and love hosting charities, companies, and residents who are local to our spaces and excited to see the transformation of the local area.
- **Creative:** We have set up our venues with excellent PA, lighting, and live stream potential, and are excited to host events exploring new ideas and finding fresh solutions.
- **Partnerships:** So much of our approach is founded on long-term partnerships with local organisations doing amazing things. We love for events to be the catalyst for wider, longer, and deeper partnership working.
- **Diversity:** We often say that our neighbourhoods are places where worlds collide—residential areas, global corporations, and people passing through. We are excited to host events that bring together people from different backgrounds and all walks of life.
- **Restoration:** Our ultimate goal is to see the physical, social, and spiritual transformation of the local area, working towards that goal in how we procure services, how we develop our spaces, and the types of organisations we partner with.
- **Sustainability:** We want to reduce the impact of our venues and promote activities working towards a sustainable future. In particular, we encourage all hirers to implement the guidance of Julie’s Bicycle, specifically the Production and Exhibitions paper.

Due to the restrictions within our leases, there are certain events or organisations that we are sadly unable to host. Many of these are guided by the definition and discussion of the relevant ethical issues by the Church of England’s Ethical Investment Advisory Group (EIAG) and/or the National Investing Bodies—as well as further exclusions as active places of Christian worship.

Religious Use:

King’s House and All Saints are active places of Christian worship. Therefore:

1. No acts of worship to be performed, except if it’s a Christian group with whom KXC and/or All Saints Church have an existing and ongoing relationship. And/or where the hirer’s organisation is a member of the Evangelical Alliance, Churches Together or the Church of England.
2. Events that promote, proclaim or practice a faith other than our own Christian faith are prohibited in the venues. This excludes social functions and events that promote social cohesion.

Other restricted activities:

The exclusions are:

1. The hirer is known to be engaged in or promoting illegal activity
2. The hirer promotes views which are anathema to the teachings of the Church of England, as may be affirmed by its Synodical or Episcopal statement from time to time, such as groups which promote racial prejudice.
3. The hirer is known to be involved in the production or distribution of pornography or achieves its material revenue from the production or distribution of pornography.
4. The hirer produces indiscriminate weapons such as nuclear weapons, chemical weapons, biological weapons or anti-personnel mines.
5. The hirer derives more than 10% of its revenues from conventional weaponry, tobacco, E-cigarettes, recreational cannabis, gambling, non-military firearms, thermal coal mining, production of oil from oil sands or high-interest loans, or recreational drugs.
6. The hirer is a company in which the Church of England has decided on ethical grounds not to invest, including with regard to alcohol production or retail.
7. The hirer derives more than 25% of its revenues from alcohol.
8. The hirer is indiscriminate and/or irresponsible in seeking sponsorship from any of the above categories. In order to ensure that this is not the case, the Corporation may ask the hirer to disclose to them the criteria upon which they seek or refuse sponsorship.
9. Campaigning groups and Political Parties where they also promote illegal or immoral activity as defined by the Church of England through its Synodical or episcopal statements from time to time.
10. Cultural events that glorify or promote illegal or immoral behaviors as defined by the Church of England unless it is an educational event where such material will be critiqued and debate will occur.
11. Events involving sex acts and/or nudity
12. Other events that may impact the reputational risk to KXC, All Saints Church or the Church of England.

Please also note that our venues do not currently hold permanent wedding licences.

We recognise that each booking at our venues will be uniquely different from one another, and that this policy will not capture all types of events that will be hosted in the space.

We have a steering group made up of representatives of different backgrounds to discuss any events that we are unsure about hosting. This may lead to a small delay in accepting certain enquiries.