

THIS LICENCE is made

BETWEEN **THE PHILADELPHIA ASSOCIATION** of 4 Marty’s Yard, 17 Hampstead High

**Street, London NW3 1QW (“the Licensor”) and [please insert] (“the Hirer”)**

1. The Licensor is responsible for the management letting and maintenance of the **[please insert]** at4 Marty’s Yard, 17 Hampstead High Street, London NW3 1QW.

1. The Hirer wishes to enter into agreement to hire the Meeting Room for **[please insert]** days commencing on **[please insert]** inclusive and the Licensor has agreed to enter into this agreement for the consideration referred to below:

NOW THIS AGREEMENT WITNESSES

1. The Licensor licenses the Hirer to use the meeting room for **[please insert]** days, from **[please insert]** and the Hirer agrees to pay to the Licensors the hiring fee of £ **[please insert]** This has been paid in full.

1. The Hirer agrees to use the **[please insert]** only for the purposes of **[please insert]** and for no other purpose whatsoever and not to do or permit any act which would cause a nuisance or disturbance to the Licensor or to occupiers of neighbouring properties

1. NO copyright dramatic or musical work shall be performed or sung without the Licence of the owner of the copyright and all such Licences shall be produced to the Licensor before the commencement of the hiring. The

Hirer shall indemnify the Licensor against any infringement of copyright which may occur during the hiring

1. NO excisable liquor shall be sold or supplied in circumstances which would necessitate an occasional Licence unless one for the Hall shall then be in force and the Hirer shall produce such Licence to the Licensor before the commencement of the hiring

1. THE Hirer shall not sub-contract any of the rights of the Hirer under this Agreement except to and the rights

**[please insert]** shall be personal to the Hirer and no other person or organisation

# Philadelphia Association, Registered Charity No. 2424 1

1. THE Licensor shall not be responsible for any loss of or damage to any property arising out of the hiring nor for any loss damage or injury which may be incurred by or be done or happen to any person resorting to the Hall during the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery failure of supply of electricity leakage of water fire government restriction or act of God which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the Licensor against any claim which may arise out of the hiring or which may be made by any person resorting to the hall during the hiring in respect of any such loss damage or injury.

1. FOR the avoidance of doubt a right of entry to the Hall is reserved to the Licensor and its agents and any police officer at any time during the hiring and to persons authorised by the Licensor requiring access to the kitchen facilities at the end of the Hall.

1. THE Hirer shall be responsible that good order is kept in the Hall during the hiring. Any furniture moved during the hiring shall be returned to the location where originally placed at the end of the period of hire.

1. NO bolts, nails, tacks, screws, etc. shall be driven into any part of the Hall nor shall any placards or other articles be fixed thereto.

1. NO flags emblems or other decorations shall be displayed outside any part of the hall without the previous consent of the Licensor

1. THE Hirer shall remove any flag emblem or other decoration displayed inside the Hall if in the opinion of the Licensor it shall be unseemly or expose the hall to an undue risk of fire.

1. THE Hirer may request proof of professional indemnity insurance as well as evidence of professional affiliation with a recognised governing body.

1. NO additional lights or extension from the existing electric light fittings shall be used without the previous consent of the Licensor. There will be no smoking allowed anywhere in the building.

1. NO part of the meeting room shall be used for any sale by auction or otherwise

1. EITHER Party may terminate this Agreement at any time upon giving 2 weeks prior written Notice to that effect in writing to the other Party and in the event of such termination the Hirer will be entitled to a refund of such proportion of the Licence fee as relates to the unexpired term of the Agreement

# Philadelphia Association, Registered Charity No. 2424

SIGNED ...........................................................................................

Office Manager, Philadelphia Association

SIGNED............................................................................................

DATE ................................................................



**External Room Booking/Usage Terms & Conditions**

 **[insert date]**

Dear **[insert name],**

Thank you for booking one of our rooms at **4 Marty’s Yard, 17 Hampstead High Street, London, NW3 1QW**.

We ask that you leave the room and the building in general in the same condition in which you will find it. We must inform you, that we will consider you liable for any loss or damage incurred as a result of the use of both individual rooms and Marty’s Yard in general. As the person who has made the booking, you will be considered responsible for everyone who uses our property as a result of this transaction.

Further, we ask that you:

* Ensure all lights have been switched off when you leave the property.
* Ensure that you have not left any rubbish in the property.
* Please respect our cancellation policy which states that:
	1. Cancellation between 1 to 30 days = 100% cancellation fee
	2. Cancellation between 31 to 60 days = 50% cancellation fee
* We will endeavour to meet with you prior to the commencement of the agreement to show you around the building and explain our house rules.

We thank you in advance for your cooperation with the above.

The Philadelphia Association

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