

Hall/ Kitchen Hire Agreement

Date

December, 2025 *(Revised v1.3 : December 2025)*

Version

1.3





1. Introduction

Welcome to Quwwat-ul-Islam Society (QIS). We are delighted to offer our hall and kitchen facilities for your events. As part of our commitment to maintaining a respectful and functional environment, we have established the following terms and conditions. These guidelines are designed to ensure the smooth operation of our facilities and to uphold the values and Islamic principles of our society.

By making a booking, you agree to adhere to these terms and conditions. If you have any questions or need assistance, please do not hesitate to contact our Events Team at events@quwwatulislam.org

2. General Terms

- 2.1. All charges are inclusive of setup and clear-up time. The facility will only be opened at the time of booking. If further time is required to setup, this must be reflected in the booking time.
- 2.2. A minimum of 3 hours booking is required.
- 2.3. For the booking to be confirmed, a booking must be 'Approved' through our Online Booking system, and a deposit of £250 paid/ £500 where Kitchen is being used for cooking purposes.
- 2.4. Full payment for Hire is required 48 Hours before the start time of the event.
- 2.5. The hirer's deposit is non-refundable if the booking is cancelled less than 21 days before the date of Approved booking.

3. Responsibilities of the Hirer

- 3.1. The hirer must make their own arrangements to dispose of all rubbish after the event.
- 3.2. The hirer must replace chairs and tables back in their appropriate position.
- 3.3. The hirer must bear any costs if any damage is caused to the hall, playground, or any part of the hired facility or its contents
- 3.4. The hirer must clean the kitchen, hall, foyer area, and playground. These areas should be left as they were found – clean and tidy.
- 3.5. No flash photography or use of recording equipment (via mobile phone, camcorder, camera, etc.) is allowed.

4. Usage Conditions

- 4.1. Entrance for weekday term time events is from Sylvan Road (E7 8BN) after 17:00
- 4.2. Entrance for events at the weekend and during school holidays is from 16 Chaucer Road, E7 9NB.
- 4.3. Please note: Toilet and washroom facilities are not available during weekday term-time events before 20:00, due to safeguarding restrictions related to pupils still on site
- 4.4. No music, live or recorded, or any musical instruments are permitted.
- 4.5. Alcoholic drinks are strictly forbidden. All food brought in/served must be Halal.
- 4.6. No streaming of live events for entertainment purposes are allowed to take place

5. Booking Procedure

- 5.1. Bookings must be made using the official booking form via the QIS website.
- 5.2. Bookings will not be accepted from persons less than 18 years of age.
- 5.3. The booking form must disclose full details of the proposed use, including:
 - 5.3.1. The purpose of the booking, including subject matter covered, and details of any fundraising that will take place.

- 5.3.2. All speakers, whether speaking live at the event or via a live link or via a pre-recording.
- 5.3.3. All partners in the booking.
- 5.3.4. All sponsors for the booking.
- 5.3.5. The audience for the booking, and whether attendees have to pay any fee.
- 5.4. QIS may, if it deems necessary, request additional information.
- 5.5. The booking form must be accompanied by any proposed publicity materials.
- 5.6. QIS reserves the right to refuse or cancel any booking, including those that:
 - 5.6.1. May present a threat to public disorder.
 - 5.6.2. May promote or incite hatred or violence against others.
 - 5.6.3. May risk alienating QIS's beneficiaries or supporters.
 - 5.6.4. May bring QIS into disrepute.
 - 5.6.5. May cause offence to other users or disrupt other activities of QIS.
- 5.7. Provisional booking: a booking will be provisionally approved only after QIS has received and approved all the details of the booking, including proposed publicity materials, and agreed to allow it to proceed. The hirer will be informed in writing. The booking will be considered provisional until confirmed by QIS subject to the conditions laid out in 5.13.
- 5.8. The details submitted must include all proposed speakers, whether in person or remote live link or pre-recorded, and the topics on which they will speak. QIS may, at its own discretion, require changes to the speakers, topics, or publicity materials before granting provisional approval.
- 5.9. A provisional booking will only be given if the publicity materials are approved. QIS reserves the right to require that publicity materials are changed or withdrawn. Publicity materials must not be used or put in the public domain in any form until approved by QIS. The QIS approval process may take up to two weeks, or longer if the circumstances require.
- 5.10. Confirmed booking: a provisional booking will only be confirmed once the initial payment has been received.
- 5.11. In the event that the hirer uses the facilities in a manner that differs from the agreed purpose at the time of booking, or if the hirer fails to provide full and accurate information about the intended use of the facilities, QIS reserves the right to cancel the booking. If such a cancellation occurs, the hirer will still be liable for any retention fees, including the loss of any deposit or pre-payment made. This means that the hirer may not receive a full refund as a consequence of not adhering to the agreed terms.

6. Insurance & Liability

- 6.1. The hirer must ensure that any contractors (including caterers) employed in relation to the booking carry suitable and sufficient insurance relevant to the activity.
- 6.2. The QIS's public liability insurance covers the facilities under these terms.

7. Health & Safety

- 7.1. It is illegal to smoke anywhere in the QIS facilities.



- 7.2. The hirer must comply with QIS's Emergency Procedures. If the evacuation warning is sounded, everyone should leave the building immediately.

8. Cancellation Policy

- 8.1. Cancellations must be made in writing.
- 8.2. If the hirer cancels the booking after confirmation, they will be liable for any costs, expenses, and losses incurred by QIS.

9. Catering & Cleaning

- 9.1. It is the Hirer's responsibility to ensure that Caterers have valid Health & Safety, Food & Hygiene, and Public Liability certificates.
- 9.2. The hirer must ensure the facility is cleaned after use within the booked time.
- 9.3. The hirer must ensure the caterer clears away any waste food, drink, and other items. Waste must not be poured down sinks or into drains.
- 9.4. A refundable deposit of £500 is required for all bookings involving kitchen use for cooking purposes. The deposit will be returned following inspection of the premises, subject to:
 - No damage to facilities or equipment,
 - No breach of these Terms & Conditions,
 - No additional cleaning or waste removal required beyond the standard cleaning. QIS reserves the right to deduct costs from the deposit where necessary.
- 9.5. A mandatory cleaning fee of £250 applies to all kitchen hires whereby the kitchen has been used for cooking purposes. This fee ensures the kitchen is cleaned by QIS-appointed staff to a standard suitable for school use prior to the next working day.
- 9.6. The cleaning fee is non-refundable and applies regardless of the condition in which the kitchen is left.
- 9.7. The standard kitchen hire fee does not include the use of QIS pots, pans, utensils, or equipment.
- 9.8. Hirers may:
 - Bring their own equipment, or
 - Request use of QIS equipment subject to prior approval and an additional charge. Any approved equipment used must be returned clean and undamaged.

10. Additional Terms

- 10.1. QIS reserves the right to cancel bookings if the facilities are rendered unfit for the intended use.
- 10.2. QIS Events staff may halt the use of the facilities if they deem that the hirer has varied from what was agreed.
- 10.3. QIS will not be liable to the hirer for any consequential, special, or indirect loss, loss of business profits, or contracts.
- 10.4. The hirer shall not film or broadcast at any time in any part of the facilities without the prior permission of QIS.



- 10.5. The hirer shall not cause or permit any person connected with the hiring to drive any nails, screws, or other fixings into the walls, pillars, ceilings, or floors

11. Respect for QIS Staff

- 11.1. QIS Events Team will try their utmost to ensure your booking is successful. If you require any assistance or need information, they will endeavour to help.
- 11.2. Please ensure that you and your guests respect instructions given by the Events Team and other QIS staff, as it is their responsibility to maintain the proper and safe running of the facilities for all users.

12. Special Rates for Charity Events

- 12.1. Local Charity Events: For events hosted by a UK Registered Charity that is actively spending on local causes within the community, we offer a 50% discount on the standard hall hire charges. This is our way of supporting initiatives that directly benefit our local community.
- 12.2. International Charity Events: For UK Registered Charities that focus solely on international causes, a 20% discount will be provided on the standard hall hire charges.
- 12.3. Eligibility Requirements: To qualify for these discounts, the charity must provide proof of their UK registered charity status and relevant details of the event's objectives at the time of booking.
- 12.4. Terms:
 - 12.4.1. Discounts are applicable to the hall hire charge only and do not cover any additional services or equipment hire.
 - 12.4.2. QIS reserves the right to review and amend these discounts at its discretion.

13. Signage

- 13.1. No signs, posters, banners, or similar shall be attached to any wall or other part of the facilities without the prior approval in writing from the QIS Events Team.
- 13.2. Where permission has been granted for placing signage, it should be fixed in the manner allowed by the Events Team, and removed at the end of the booking.

14. Miscellaneous

- 14.1. The agreement shall be governed by English Law.
- 14.2. No third-party rights are conferred by this agreement.