

## Terms and Conditions of Hire at the Living Centre

### 1) Booking Procedure:

- a. All applicants for hire must be made on the appropriate application form and the booking is only valid when invoice confirmation is received.
- b. In the case of any omission or mis-statement in the application form, the booking may be cancelled by the Board members or its representatives and all payments(fees/deposits) forfeited.
- c. It is a condition of all groups and individuals who use the centre that all those concerned understand, agree with and implement the Living Centre's Anti-Discrimination Policy, which forms part of these regulations.
- d. The hirer must not sub-let or sub-hire the premises or any part thereof.

### 2) Conduct:

- a. The maximum number of persons allowed in the centre at any one time depends on the room capacity (please check before booking).
- b. The named person on the booking form shall be solely responsible for the keeping and maintaining of proper order and providing proper supervision. The hirers are required to name a steward at the time of booking, who will be responsible for assisting the manager and/or any other representatives of the committee, in seeing that the terms and conditions of hire are adhered to.
- c. The named person on the booking form undertakes to ensure that the premises hired are in a clean and tidy condition at the end of the hiring period; this includes proper bagging up and disposal of rubbish for which plastic bags will be provided.
- d. The named person on the booking form will ensure that the premises are vacated at the end of the booking period.
- e. The named person on the booking form is responsible for ending any music at 8.00pm on weekdays and weekends.
- f. High levels of amplified sound are not allowed at the centre.

### 3) Losses or Damage:

- a. In no circumstances will the Board members make good or accept responsibility for any loss or damage to any goods or property belonging to the named person on the booking form or their group. The board are not responsible for any goods left or deposited or brought onto the premises, or any part thereof, or deposited with any member of staff. The named person on the booking form will indemnify and hold the Board harmless in respect thereof.
- b. NO responsibility will be accepted by the Board members or pay compensation, in the event of loss or damage being suffered by the named person on the booking form, on the account of failure of the lighting, heating, electrical equipment etc.
- c. The named person on the booking form shall indemnify the Board members and its officers against all accidents, claims damage, penalties and damages arising out of, or in any way connected with the hiring, or any accidents or loss howsoever caused which may happen to, or be sustained by any person thereof, or in connection therewith.
- d. The named person on the booking form shall make good at the hirer's own expense any damage done to the premises fittings, furniture, etc. during the time the premises are used by the hirer.
- e. If damage is inflicted to the contents or structure of the centre then the named person on the booking form is liable to pay such sums.
- f. The named person on the booking form further agrees to the Board members being the sole judge of damage done and the amount thereof and to pay for any articles belonging to the centre lost or missing from any rooms hired.

#### **4) Sale of Alcohol/Bringing Alcohol onto the Premises:**

- a. No person of the premises or any part thereof, or anyone on behalf of the person hiring, or by the person who is hiring, gives admission or any person whatsoever shall sell/bring in excisable liquors. Nor is it permissible to exchange any form of alcohol for pre-sold tickets of any kind. This centre does not have a licence.

#### **5) Fees/Payments and Cancellations:**

- a. The Board Members have the discretion to award concessionary rates to Somers Town groups and individuals only. Appropriate groups/individuals should write to the Board requesting any concession at least one month before the proposed booking, stating the reason for the request.

## Room Hire Rates

Categories	Weekday (9 am to 5 pm) Rate per hour	Weekday evenings (after 5 pm) and Weekends Rate per hour
<b>Somers Town Groups/Individuals</b>		
Ground floor training/activity hall	£35	£45
First floor large training/activity room	£35	£45
First floor meeting/activity room	£30	£40
Reception area for events/exhibitions	£40	£55
First floor open space for events/exhibitions	£40	£55
<b>Community/Charity/Voluntary Groups</b>		
Ground floor training/activity hall	£50	£60
First floor large training/activity room	£50	£60
First floor meeting/activity room	£45	£55
Reception area for events/exhibitions	£55	£70
First floor open space for events/exhibitions	£55	£70
<b>Private/Statutory Groups</b>		
Ground floor training/activity hall	£60	£70
First floor large training/activity room	£60	£70
First floor meeting/activity room	£50	£65
Reception area for events/exhibitions	£70	£90
First floor open space for events/exhibitions	£70	£90
<b>Refreshment Tea/Coffee &amp; Biscuits £4.50 pp (Unlimited Refills)</b>		

- c. In addition to the hourly rates, a £100 deposit is required for ALL social bookings. Deposits will be returned ONLY if the space hired is left in a good state of cleanliness and repair.

- d. Hire fees must be fully paid before the booking date. In the event of “short notice” bookings (i.e. those made within one month of the booking date), full payment including any deposit must be received within 48 hrs of the provisional enquiry otherwise the booking will not be confirmed.
- e. Payment needs to be in cash or through bank transfer to ‘Somers Town Community Association (Camden)’.
- f. It is the responsibility of the person named in the hiring form to ensure payment in advance as detailed above. The Board members retain the right to cancel a provisional booking if it has not been paid for as above.
- g. In the event of a person cancelling a booking, deposits/ fees will only be refunded under the following conditions
- Cancellation received 3 or more months in advance of the booking date; the full amount will be refunded less £10 administration charge.
  - Cancellation received 1-3 months in advance of the booking date, half the full amount will be refunded less £10 administration charge.
  - Cancellation received less than a month in advance of the booking date. NO FEES WILL BE REFUNDED.
- h. The person named on the hiring form agrees that the Centre Manager acting on behalf of the Board members shall have the right to cancel any booking upon giving 1 months notice in writing prior to the date of the booking and that no compensation shall be refunded except herein otherwise agreed.
- i. If the accommodation becomes in the opinion of the Board members, unfit for use by reason of any accidents, acts of nature, strikes, lock-outs or other causes, the Board members will not be responsible for any loss or damage suffered by the hirer. The Board members will however, refund fees paid by the person named in form, in full.