



Hall



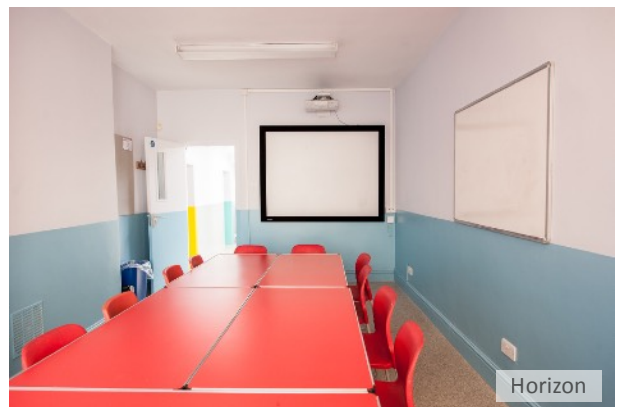
Moonstone



Moonstone



Jade



Horizon



IT Suite



Dining room

**Elizabeth House Community Centre**  
**2 Hurlock Street, London N5 1ED**  
**Tel. 020 7690 1300 — [www.elizabeth-house.org.uk](http://www.elizabeth-house.org.uk)**

## HIRE DETAILS

Hirer Contact Name: .....

Organisation Name (if applicable): .....

Address: .....

Email address: .....

Mobile Number: .....

Required Day(s) - Date (s): .....

Required Times (from/until): .....

Numbers Attending: .....

Room(s) to be hired: .....

Please briefly describe the purpose of the hire: .....

.....

Equipment Required: (chairs, tables, etc.) .....

**Evening bookings MUST end by 9pm Mon-Thu, 10pm Fri-Sat and 8pm on Sun**  
**3-hour bookings minimum for the Hall (4 hrs for parties with over 50 guests)**  
**The main hall is not available on weekdays between 3.30 and 6.30pm**  
**A deposit of £100 is required to secure a booking (returned after event)**

**Payment can be made by cash, cheque or bank transfer:**

Account name: Highbury Vale Blackstock Trust

Account Number: 00006985

Sort Code: 40-52-40

Payment reference: room name & date

Highbury Vale Blackstock Trust is a Registered Charity (No. 1029704)  
and Company Limited by Guarantee (No. 2849848)

**All profits from room hire go back into the community**

This is a contract for hire of premises at Elizabeth House, 2 Hurlock Street, London N5 1ED by Hirer (name) \_\_\_\_\_ from the owner of the premises, Highbury Vale Blackstock Trust on (date of hire) \_\_\_\_\_.

### 1. GENERAL CONDITION OF HIRE

1. The trustees of HVBT via the management of Elizabeth House agree to hire facilities specified above and Hirer accepts full responsibility for above facilities during the agreed time of hire.
2. The Hirer organising activities must accept the decisions and directions of the staff of Elizabeth House supervising the building.

### 2. OPENING / CLOSING TIMES

1. The event organiser must keep to the **agreed opening and closing times** or an additional charge will be made at the 150% of the standard hourly rate.
2. The event organiser must ensure that their **booking time allows for set-up and clearing away**. Any additional time spent at the venue will be charged at 150% of the standard hourly rate.

### 3. CLEANING

1. **Hirer MUST make sure that the facility is left in a clean state after use.** This includes any rented room, hall, toilets and other internal/external communal areas. Cost of any excess cleaning will be deducted from deposit.
2. The hirer is expected to help with the setting up and clearing away of any tables and chairs used.

### 4. NOISE

1. We have a positive policy of "least disturbance" to our neighbours. The Hirer MUST note that if complaints arise from neighbours about their letting, they might be refused from hiring/using our premises in the future.
2. **No event should cause noise disturbance to people in neighbouring properties.** Music MUST BE kept below 96 decibels. Above this level the electricity in the hall (except the lighting) will be automatically cut off and remain off. A light will provide a one-minute warning to allow the sound to be reduced before the cut out operates.
3. The Hirer MUST ensure that guests leave the premises quietly.
4. **Amplified music MUST be turned off by 9pm.** Failure to do so will result in loss of deposit.

### 5. ILLEGAL / IMMORAL ACTIVITIES

1. The premises cannot be used for any illegal or immoral activities. If such activities are suspected, the police will be called and the event terminated immediately. In such an event, the Hirer will forfeit all charges and deposit.

### 6. HEALTH & SAFETY

1. Users must not interfere with or obstruct fire exits or equipment. **All the fire exits MUST be kept clear and unobstructed at all times.**
2. Hirers must make themselves aware of the Health & Safety Policy (on notice board in the entrance).
3. Hirers must make themselves aware of the Fire Evacuation Procedure and take instruction from Elizabeth House staff for safe evacuation of the building in the event of fire.
4. The MAXIMUM capacity of 170 people (in the hall) MUST NOT be exceeded.
5. The Hirer is responsible for the Health and Safety of all those who participate in the event taking place in the building. The Hirer should carry out a risk assessment of the space and how they wish to use it and ensure that any activities are conducted safely.

### 7. SMOKING/DRINKING

1. Smoking is **NOT** permitted anywhere in the building. Doing so will result in the loss of deposit.
2. Drinking alcohol **outside** the building is **NOT** permitted. Doing so will result in the loss of deposit.
3. If smoking outside the premises during the event, the Hirer must show consideration to surrounding neighbours by keeping the noise at a reasonable level and clear any litter created by their use of Elizabeth House.

### 8. USE OF THE KITCHEN

1. The kitchen must be used in accordance with the displayed Food Hygiene policy.
2. All cooking equipment and utensils must be left clean, and put back where they came from.

3. Any problems relating to the equipment owned by HVBT and used by the Hirer should be reported to the staff of Elizabeth House immediately.

**9. USING STICKY TAPE / BLU TACK**

1. Sticky tape, Blu-tack and any other fixings that will mark the fabric of the building **MUST NOT** be used on the walls to display items or decorate.
2. Hirer may use masking tape and the pin boards in the rooms to display items or decorate.

**10. LOSS OR DAMAGE TO PROPERTY**

1. HVBT will not accept any responsibility for loss of, or any damage to personal belongings of the guests
2. At the end of the event, Elizabeth House staff will inspect the building and inform Hirer of any problems.
3. HVBT will charge the Hirer for any loss or damage to its equipment or building.

**11. CANCELLATION and PAYMENT**

1. HVBT reserves the right to cancel or terminate any booking if:
  - The information supplied by the hirer is found to be knowingly false or has been withheld.
  - The booking contravenes the aims and objectives of HVBT.
  - The security of the building and staff might be endangered
  - The premises are not available due to conditions or circumstances beyond the Trustees’ control. In such an event, the Trustees’ liability will be limited to the return of the hire charge and deposit.
2. A Hirer **MUST** give at least two weeks notice of cancellation in order to avoid losing a deposit. In addition, please note that **ALL CANCELLATIONS** will incur a **10%** administration charge which will be deducted from the deposit. After this period of time the deposit will be kept by HVBT as the cancellation fee.
3. Payment of Balance Due shown on the invoices for single hire bookings **MUST** be paid at least 2 weeks before the event takes place. Failure to do so will usually result in the booking cancellation.
4. Cheques should be made payable to **“Highbury Vale Blackstock Trust”**. Please include the invoice number on the back of the cheque.
5. Ensure that you obtain a receipt for any payments made by cash from an Elizabeth House staff member at the time of payment.
6. Photocopies are charged per copy: 10p for mono and 20p for colour.

- **I confirm that I have read and agree to the terms and conditions outlined in “The Conditions of Hire” and understand that additional charges or refusal of further use may be applied if these conditions are not kept to.**
- **I agree to adhere to the Health and Safety Policy and procedures (on display on Health & Safety Notice Board inside the main entrance) and ensure that my group will be made aware of safety procedures, evacuation routes etc.**

**Signed on behalf of HVBT** \_\_\_\_\_

**Signed by Hirer** \_\_\_\_\_

Signature .....

Signature .....

Print Name .....

Print Name .....

Date .....

Date .....

FOR OFFICE USE ONLY		
ACTION	DATE	BY WHOM
Booking in calendar		
Deposit received		
Contract received		
Invoice generated		
Full Payment received		
Deposit returned		