

Kentish Town Community Centre

Hire Terms and Conditions

1. Definitions

- **Deposit** means a payment made by the Hirer of the agreed amount set out by Kentish Town Community Centre (KTCC).
 - **KTCC** means Kentish Town Community Centre.
 - **Hirer** means any individual, organisation or body hiring the premises from KTCC.
 - **Premises** means any building or room hired from KTCC for use by the Hirer within the following location only:
Kentish Town Community Centre, 17 Busby London NW5 2SP
 - **Representative** means any employee or volunteer designated by KTCC to manage the Premises.
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2. Use of the Premises

2.1 The Premises shall be used only for the event as stated on the hire booking form, which shall not be contrary to the use allowed as set out in Schedule 1.

2.2 The Premises shall not be booked or used for any event, meeting or gathering where the theme or subject matter would, in the opinion of KTCC, be considered in conflict with its obligations under the Equality Act 2010, any hate crime or general criminal legislation, or likely to cause reputational damage to KTCC.

2.3 Wi-Fi operates on the Camden network. Please note that KTCC is not responsible for the signal strength or security of this connection.

3. Hirer's responsibilities

3.1 The Hirer must be aged 18 or older and, in the case of a business, corporate company, voluntary organisation or charity, shall be the authorised representative at the time of booking and must be present on the Premises during the entire time of hire.

3.2 The Hirer shall be responsible for the Premises and its contents (as supplied by KTCC), its protection from damage, and supervision of occupants' behaviour throughout the hire period.

3.3 The Hirer must comply with any instruction from a KTCC Representative to reduce noise levels during the time of hire.

3.4 The Hirer shall ensure that the event finishes at the agreed time and the Premises are returned in the condition it was handed over.

3.5 The booking of the Premises does not include parking facilities. The Hirer is responsible for arranging and overseeing parking for the event.

3.6 Tea, coffee, and tap water are provided, however hirers are responsible for supplying any additional refreshments

4. Our obligations

4.1 KTCC will:

- Insure the Premises for any third-party claims arising from a fault of KTCC
 - Maintain accurate booking records in line with the Data Protection Act 2018
 - Provide full briefings and information on the Premises including:
 - Health and safety information
 - Fire evacuation procedures
 - Cleaning materials
 - Operation of heating systems and any equipment provided by KTCC
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5. Safety of children and vulnerable people

5.1 Regulated activities involving children or vulnerable adults shall not be undertaken on the Premises without valid certificates, risk assessments, permits, and licences required.

5.2 The Hirer must ensure compliance with relevant legislation such as the Children's Act 1989, General Data Protection Regulation, Safe from Harm guidelines, OFSTED requirements, and Local Social Services conditions.

5.3 The Hirer, trainers/tutors, or volunteers must have current DBS checks, vetting, and documentation available upon request.

5.4 KTCC reserves the right to refuse or terminate bookings where valid certificates or licences are not provided.

6. Hours available

6.1 The Premises are available for hire only during agreed times stated in Schedule 1 and on the hire form.

6.2 The Hirer is responsible for clearing the Premises within the booked time.

6.3 Failure to vacate the Premises within 15 minutes of the hire period end may result in an additional charge deducted from the Deposit at the hourly hire rate.

7. Payments of booking fees and advance payments

7.1 KTCC accepts the following payment methods for hire fees:

- BACS transfer
- Credit or debit card (subject to prior arrangement)
- Cash (subject to prior arrangement)

7.2 Payments must be made in advance as outlined in the hire confirmation.

7.3 For one off hires and party booking a refundable Deposit of £100 must be paid at the time of booking by credit/debit card or cash only.

7.4 The Deposit will be refunded within two weeks after the hire period, subject to terms.

7.5 KTCC reserves the right to deduct any penalties or damages from the Deposit.

8. Cancellation of bookings

8.1 Cancellations must be made in writing at least five working days prior to the hire to avoid charges.

8.2 Cancellations with less than five working days' notice will be required to pay for the booking in full.

8.3 KTCC reserves the right to cancel bookings in cases of:

- Government or emergency service instructions to close
- Breach of these terms by the Hirer
- Urgent centre needs
- Emergency repairs

8.4 In such cases, KTCC will offer a refund or rebooking subject to availability.

9. Sub-hire

9.1 The Premises shall not be sub-hired or used for any other purpose than stated in the booking form without written consent.

10. Capacity

10.1 The maximum number of occupants must never be exceeded, as stated in the hire confirmation.

11. Insurance

11.1 The Hirer is responsible for third-party claims arising from their event.

11.2 Entertainers must have appropriate insurance and licences.

11.3 The Hirer must ensure adequate insurance to cover injury, theft, or damage occurring during hire.

11.4 KTCC accepts no liability for loss or theft of property during hire.

12. Noise and nuisance

12.1 Amplified sound systems may only be used inside the Premises.

12.2 Equipment causing noise nuisance may be confiscated.

12.3 Complaints regarding noise may result in forfeiture of the Deposit.

13. Health & safety requirements

13.1 No obstructions in exits or gangways.

13.2 Fire equipment must only be used for its intended purpose.

13.3 Fire service must be called to any fire, and KTCC Representative notified.

13.4 Hirers must know fire evacuation procedures.

13.5 Children must not interfere with fire equipment or alarms.

13.6 No highly flammable substances or unauthorised heating appliances are allowed.

13.7 Accidents must be reported and recorded.

13.8 Hirers are responsible for first aid provision.

13.9 KTCC accepts no liability for equipment brought by Hirers.

13.10 No ball games, portable gas cylinders, naked flames, fireworks, bouncy castles or inflatables are allowed.

13.11 Children must be supervised at all times.

14. Cleaning and security

14.1 The Hirer must:

- Set up the space and handle post-event pack down
- Clear rubbish, food, equipment
- Remove decorations
- Clean spillages
- Return furniture to original position
- Remove rubbish from outside areas
- Sweep and mop floors

14.2 Additional cleaning costs will be deducted from the Deposit at a rate of £10 per hour.

15. Damage to premises

15.1 Hirers are liable for repair or replacement costs due to damage during hire, above the Deposit amount.

16. Legal requirements

16.1 The Premises is not registered as a food premises; Hirers must comply with all food safety legislation.

16.2 KTCC accepts no liability for illness caused by contaminated food.

16.3 Hirers are responsible for obtaining any necessary entertainment licenses.

16.4 The Premises is not licensed for gambling or sale of alcohol. Alcohol must not be sold or consumed on the Premises.

16.5 Illegal drugs are prohibited.

16.6 Smoking is only permitted outside the gates building and not in the front or back garden.

16.7 Hirers must ensure compliance with all relevant laws and regulations.

16.8 KTCC accepts no liability for any penalties arising from breaches of statutory provisions.

