

St Pancras Community Association

Hire Terms & Conditions

Definitions: St Pancras Community Association hereinafter will be called the “Hired Facilities”. St Pancras Community Association will be referred to as “we/us/our” and The Hirer will be referred to as “You”.

1. General

The basic rule is that the room and facilities should be left as they were found.

- Receipt of the signed Booking Form confirms that you accept these terms and conditions.
- We reserve the right to refuse any booking, cancel the booking anytime, or refuse to open the centre if the proposed hire is in breach of our terms & conditions or company policies.
- We do not warrant that the premises are suitable for the type of function being undertaken.
- The terms and conditions and charges contained herein may vary from time to time.

2. Hire Conduct

- You are required to conduct and manage the function in a proper, orderly, and lawful manner.
- You shall not permit any act that may harm the reputation of St Pancras Community Association, including nuisance to local residents.
- We reserve the right to cease an event or remove any persons from the premises if their behaviour is considered inappropriate.
- Sound levels should be kept at a reasonable level and we reserve the right to control them if required.
- You should ensure that their guests leave at the specified time and are respectful of local residents.
- Smoking is not permitted in any part of the hired facilities.
- Selling alcohol on the hired premises and directly outside is strictly prohibited.
- Consuming alcohol directly outside is strictly prohibited
- The provision, supply, or use of illegal substances in or around the hired premises is strictly prohibited.
- Not to allow barbecues at the premises.

Breach of the above could lead to immediate cancellation of the event, forfeit of the deposit and the hire fees, and potential police involvement.

3. Bookings & Payment

- The minimum length of hire for St Pancras Community Association is 1 hour.
- **The booking is only confirmed:**
- On receipt of a completed Booking Form.
- On receipt of a £150 security/refundable deposit.
- The balance needs to be clear **14 days** before the date of the event.
- If the balance is not cleared **14 days** before the date of the event it will be cancelled and the deposit will be retained.
- If we can't communicate with you by the last working day by 6 pm, your event will not proceed, and St Pancras Community Association will NOT be held liable for any 3rd party fee that you may have incurred.
- On-going bookings require four weeks of hire fees paid in advance.
- If the function extends beyond the booking period, additional charges will be applied in 30-minute increments at the hourly rate, if charges exceed the amount of the deposit, you will be invoiced for the difference.
- **Failure to leave on time** will incur a **fine of £150** which will be taken from your deposit
- All bookings at St Pancras Community Association end at **11 pm** and Outdoor bookings at **9.30 pm**.
- All fees are on an hourly basis.
- You will be sent an invoice by our Accounts Department.
- After 5 pm during the week and all weekends, a member of our Caretaking staff will be on duty. They do not possess the authority to extend any bookings; unauthorised extension of bookings beyond the initial period lies entirely with you and the fine that occurs with it. It is your duty to monitor the timing to ensure that the event does not go beyond the reserved booking duration.

4. Refunds and Deposit

Are processed the following week after we receive a satisfactory report from the Caretaker supervising your event.

- It takes 4-7 business days to process a refund.

5. Cancellation

- Written notification must be received confirming that you wish to cancel the booking.
- On-going bookings require one month's notice that the hire is to be cancelled.
- If the booking is cancelled **more than 30 days** prior to the hire date, all deposits and fees will be refunded minus a £50 cancellation fee. If the booking is cancelled **within 30 days** of the hire date the £150 deposit will be retained.
- Transfer of a confirmed booking to an alternate date will be considered as a separate new booking and you will remain liable for all charges due on the original booking.

6. We hold the right to cancel any event under these circumstances

- The premises are required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- The premises are needed for use at an SPCA Community or Fundraising event.
- The premises becoming unfit for the use intended by the hirer.
- An emergency requiring the use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion, or those at risk of these or similar disasters.
- An emergency meeting that is held by the community.

7. Hire General

- The time required for setting up and tidying, including all cleaning, must be included within the hire period.
- On arrival you are required to liaise with the Caretaker to sign in. A member of our staff will be on duty at all times during the hire period. The Hirer must adhere to any instructions given by the Caretaker on duty.
- Guests attending the hire will not exceed the pre-agreed number.
- We reserve the right of entry at all times to any of the hired facilities. Only Staff employed by St Pancras Community Association have the authority to allow entry.
- Any equipment or furniture made available by us for you to use should be returned in the condition they are given at the start of the hire.
- You will not affix or hang any object to any part of the hired facilities without our prior consent.
- You are responsible for any damage to the building or property in the areas under hire. If any damage occurs the Hirer undertakes to compensate us promptly upon request.
- Where applicable you will need to clean the Hired Facilities before the end of the hire.
- The Caretaker on duty will complete a checklist before the Hirer leaves which the Hirer needs to sign on departure.

8. Equipment

- To use the Equipment in a proper manner and with all reasonable care and to operate the Equipment in accordance with any instructions issued for it.
- Not to use the Equipment for any purpose for which it was not designed or intended and not to interfere or tamper with it nor allow any other person to do so unless previously agreed in writing by St Pancras Community Association.
- Not to make any alterations, modifications, or technical adjustments or make or attempt to make any repairs to the Equipment without the prior written consent of St Pancras Community Association.
- Not to obliterate, move, deface, or cover up any identification plates or marks affixed to the Equipment by the Hirer/Organiser.
- Any damages to the Equipment will result in the forfeit of the deposit plus additional cost.
- St Pancras Community Association cannot be held responsible for any personal injury as a result of the use of the equipment.
- All equipment remaining the property of St Pancras Community Association.

9. Alterations

- No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations, or other articles be attached in any way to any part of the premises without our prior written approval.

10. Health & Safety

- It is your responsibility that the Hired Facilities' fire exits and escape routes are kept clear and unobstructed. You are responsible for the health & safety of your guests.
- A first aid box is located in the reception area at St Pancras Community Association, in the event of any accidents. Please ask the Caretaker on duty.
- No changes to the structure or fixtures & fittings may be made to the Hired Facilities.
- The use of special effects, including smoke and dry ice machines, fireworks, and live ammunition, is prohibited in all areas of the hired facilities at all times.
- No flammable liquids or other dangerous substances shall be brought onto the premises.

11. Fire

- All Hirers must make themselves, and any individuals using the premises as part of their Hire, aware of emergency escape routes and fire alarm procedures.

12. Kitchen

- No persons under the age of 18 years of age may enter the Kitchen at any time.
- We will not be responsible or liable for any loss or damage, including any loss or damage in connection with food-related illnesses, arising in relation to or as a result of any catering arranged or carried out by the Hirer at the event.
- That the sink and kitchen work surfaces are wiped down.
- That the microwave, stove and, oven, if used, are wiped clean.
- That any perishable food and drink items belonging to Hirer are removed from the fridge/freezer.
- That the oven, stove, and extractor fan are turned off, both on the units and at the wall switches
- That all small electrical items, e.g. the kettle and microwave are switched off.
- No food to be left behind in the fridge/freezer, worktop, or sink it will be removed without any notice.

13. Deliveries, Storage & Removal

- You must advise us of any deliveries in advance and mark all deliveries with the name, date, and venue of the function.
- All your items must be removed at the end of the function.
- We will not accept any responsibility for the damage or loss of goods left on the premises prior to, during, or after the function.

14. Publicity & Insurance

- The use of our name or logo on any promotional material is strictly forbidden.
- The use of any displays, posters, or free-standing banners must have prior approval.
- You are not allowed to conduct any trading activity on the premises.
- You are responsible for insurance to cover the hire period. This includes all equipment and any other liability, including Public Liability.
- You must immediately notify us in writing of any occurrence or accident likely to give rise to a claim under an insurance policy.
- Any public events the Organiser/Hirer must have a valid public liability insurance in place and a copy must be given to us 2 weeks before the event.
- For any public events the Organiser/Hirer where Children and/or Vulnerable Adults are involved, you must have a valid DBS certificate in place and a copy of this must be provided to us 2 weeks before the event.

15. Indemnity

St Pancras Community Association will not be held liable for the accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at St Pancras Community Association. Anyone entering or using the facility does so at his or her own risk, and the Management accepts no liability in respect of any loss, damage, or injury, howsoever caused. It is the hirer's responsibility to undertake a risk assessment of their activities and provide it to the Management. Any accidents that do occur should be noted in the facility accident book. It is the hirer's responsibility to provide copies of this agreement to all parties (individuals) and that they agree with the terms and conditions of this hire agreement.

16. Supervision

If you organise a child's event (Under 16) please ensure parents or responsible adults accompany their children into the venue and are responsible for their safety before and after the booking.

17. Policies

All users must be familiar with and observe the policies of St Pancras Community Association relating amongst other things to Health and Safety; Equal Opportunities; Environment; and Protection of Children and Vulnerable Adults. Copies of these are available on request. For any public events, the hirer/organiser or user of the hired facilities where Children and/or Vulnerable Adults are involved must have appropriate policies/procedures in place and must ensure that these are observed when using the hired facilities.

18. Compliance with Status, Licensing, and Regulations

You will be required to have the appropriate licence/s from licensing authorities or the local council. For example, Music licences (PPL and PRS) if recorded music or live music is played. We

will not be liable for any fees payable for licences or any costs incurred by the hirer if a license is not obtained.

Signing or signifying an agreement to the Booking Confirmation Form certifies that the hirer is aware of these terms and conditions will abide by them and will ensure that those who use the hired facilities in conjunction with their booking act in accordance with them.

St Pancras Community Association will assume that anyone signing on behalf of an organisation is duly authorised to do so. In the event of someone using the hired facilities without signing or specifically agreeing to the Booking Confirmation Form, then it will be deemed that they are aware of these terms and conditions, will abide by them, and will ensure that those who use the hired facilities in conjunction with their booking act in accordance with them.