

St Pancras Community Association Facility Hire Form SPCA

SPCA's Booking Reference: _____

CONTACT DETAILS:

Date and time of event:	Name of event:	Method of payment: Please tick or circle as appropriate. BACS transfer to, CAF Bank, Sort code: 40-52-40, account number: 00098334 Cash cheque	
Full name of hirer: ____			Total fee:
Name of hiring organisation if this is not a personal hire ____			
Address + Post code:	Amount of security fee: (This is normally returned but may be withheld if there are any damages, vandalism, thefts or overstays).		£50 security fee given; YES/NO
Email address:		Telephone number:	
		Mobile number:	

FACILITIES:

Facility requested: (delete as appropriate)	Approx. size: (metres)	Start time:	Finish time:	Daytime standard rate:	Evening or weekend standard rate:	Daytime discount rate:	Evening or weekend discount rate:	Set up requests: eg 2 netball posts, or 10 chairs, flip charts, projectors, catering. (These may be chargeable so phone to check)
Main Hall	10 x 9			£35	£46	£24	£29	
Small Hall	8 x 8			£25	£36	£19	£25	
Snug/Lounge	9 x 8			£25	£36	£19	£25	
Café/kitchen (prices under review)	Cafe – 8 x 5 Kitchen – 5 x 3			£25	£36	£19	£25	
Meeting room 1	5 x 4			£19	£22	£15	£20	
Meeting room 2	5 x 4			£19	£22	£15	£20	
Two adjoining meeting rooms	5 x 8			£25	£36	£19	£25	
Sports pitch A, for up to 6 people eg as a tennis court.	20 x 7			£12	£12	£12	£12	
Sports pitch A, for 7 people or	20 x 7			£22	£37	£22	£37	

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more eg for netball.								
Sports Pitch B, for up to 6 people eg as a tennis court	20 x 7			£12	£12	£12	£12	
Sports Pitch B for 7 people or more eg for team games like netball	20 x 7			£22	£37	£22	£37	
Sports Pitch C for up to 6 people eg as a tennis court.	20 x 7			£12	£12	£12	£12	
Sports Pitch C for 7 people or more eg for team games like netball	20 x 7			£22	£37	£22	£37	
Sports Pitch D for up to 6 people eg as a tennis court	20 x 7			£12	£12	£12	£12	
Sports Pitch D for 7 people eg for team games like netball.	20 x 7			£22	£37	£22	£37	
OFFICE SPACE								
Office Space				£12	£12	£12	£12	
CONSUMABLES FOR FUNDED ORGANISATIONS (SEE RIGHT HAND COLUMN, PAGE 1)								
Refreshments Tea, coffee, fruit teas etc	Small Groups (up to 15 people)			Medium Groups (up to 30 people)			Large Groups (over 30 people)	
	£5.00			£10.00			£20.00	
Projector	£10.00			£10.00			£10.00	
Other Consumables, flip chart paper, pens, white tack etc.	Small Groups (up to 15 people)			Medium Groups (up to 30 people)			Large Groups (over 30)	
	No Charge			£5.00			£10.00	

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DECLARATION:

Data Protection / GDPR
 The details of the hirer may be held by SPCA on its computer database for general office use only, but information will not be passed onto any third parties without the owners' consent.

Parking:
 The centre does not provide any parking facilities and there is very limited daytime parking on adjacent roads. Adjacent road parking is relatively easy at weekends and in the evening.

Terms and conditions:
 I have read the attached terms and conditions as laid out herein and by signing this legal document I confirm I am over twenty - one (21) years old.

Print name:

Signature:

Date

OFFICE USE ONLY:

Amount and date of deposit paid:	Deposit paid by:	Method of payment:	Total amount due:
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Receipt number:	Position:	Print name:
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Signature:

Date:

Definitions:

- Daytime: 9am – 5pm, Monday – Friday
- Evenings and weekends: any other time.
- Discounted rate: lower prices agreed by SPCA for voluntary groups which contribute to SPCA's business plan, by supporting local community development.
- The four Sports Pitches are all identical except that A is nearest to the community centre building and D is the one that is furthest away.

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SPCA



Saint Pancras Community Association
67 Plender St., London, NW1 0LB

TERMS AND CONDITION FOR HIRING FACILITIES

Definitions

In these terms and conditions

"SPCA" means St Pancras Community Association

"Hirer" means the person signing, whether personally or on behalf of an organisation.

This person is responsible for all charges incurred

"Facility" shall mean any room or space used by the Hirer

"In Writing" means by letter or e-mail received by SPCA's Administrator at St Pancras Community Association, 67 Plender Street, London, NW1 0LB or at info@spca.org.uk.

"Multiple bookings are available. Multiple bookings are those for ten or more consecutive sessions eg every Thursday afternoon between 10 and 1pm, April, May and June. Bank holidays and one other mid- term breaks may be excluded from the ten sessions, provided that this is made clear on the booking form when the booking is made, and the booking still includes ten or more sessions".

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DEPOSITS, SECURITY FEES AND HIRE CHARGES

1. The hire charges are those as shown on our booking form and may only be varied in writing. Charges will be reviewed annually, with effect from 1st April.
2. SPCA has the sole right to refuse any booking and to terminate any long term booking.
3. For one off bookings full payment must be made prior to hire but a deposit of £50 may secure a booking so that it is not passed to other people, while full payment is awaited.
4. For one-off bookings a security fee of fifty pounds (£50.00) is usually payable on execution of this document. It will be returned to Hirer within seven days of the end of the hirers usage of the Hall, conditional on facilities being left in reasonable condition and the Terms and Conditions of hire being observed in full. Please do not call it a deposit because sometimes people make down payments on bookings and these are known as deposits.
5. For multiple bookings payment must be made within fourteen (14) days of presentation of invoice. Any invoice queries must be notified to SPCA in writing immediately on receipt of invoice.
6. Any invoice which remains unpaid after it's due date for payment may result in cancellation of the booking.
7. All payments to SPCA by BACS should be accompanied by an e mail to info@SPCA.org.uk, saying the amount paid and what for.

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CANCELLATIONS

1. Hirers are normally required to provide five working days written notice of a cancellation of a one - off hire, or one calendar months' notice of the cancellation of regular bookings. Failure to provide this notice will normally result in the hire fee being retained by SPCA.

However, organisations which make 40 or more bookings per annum will be allowed one date per financial year (starting April 1st) when they can cancel late and not be charged, or five cancellations per financial year, if they are based outside and likely to be affected by weather.

2. If SPCA cancels a booking because of factors within its responsibility or control eg planned maintenance works, it will return any booking fee that has previously been paid.
3. SPCA reserves the right to cancel bookings without notice and without reimbursement if it deems that the purpose of the booking is inappropriate eg it is being used to promote racist behaviour or dangerous activities that are not being appropriately managed.
4. SPCA should otherwise give two months' notice of any intention to cancel a multiple booking arrangement.

HEALTH AND SAFETY

1. It is the responsibility of SPCA to ensure that appropriate health and safety arrangements are in place, including first aid equipment, fire precautions and incident records.
2. It is the responsibility of the Hirer to ensure that health and safety measures are understood and observed by his/her party.
3. This includes being able to evacuate and take a register of the people included in his/her booking. It includes the Hirer ensuring that he/she is aware of at least two fire exits from every indoor space that is hired and one from every outdoor space. It includes informing SPCA staff of health and safety incidents and issues. If there is an evacuation, the assembly point is on the corner of Plender Street and Camden Street.

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EQUALITY AND INCLUSION

1. All hirers should abide by the principles of SPCA's policies on equalities and inclusion. Hirers should note that this means they must not discriminate against anybody on the grounds of sexual orientation, sexuality, gender, ethnicity or physical or mental disability.

SAFEGUARDING

1. All hirers should have their own policy on safeguarding or agree to abide by SPCA's. This involves reporting asap any concerns about the safety of vulnerable adults or children to an SPCA staff member and through him/her to SPCA's Director.

LOSS, DAMAGE OR INJURY

1. SPCA accepts no responsibility for any loss, damage, theft or injury suffered by the Hirer or any person using the Hall.
2. The Hirer shall be responsible for any loss, damage or theft and undertakes to report to SPCA any such loss or damage to the SPCA or its equipment.

MONITORING

1. SPCA may require people booking its facilities to provide data about who is using them, such as the number using each session and a breakdown of how many were male/female and how many were Camden residents.
2. This is more likely to apply when multiple bookings are made, or discounts are being claimed on the basis that community service is being provided, but it may apply to any user of the community centre and its facilities.
3. SPCA will offer assistance to help hirers gather this information.

MAINTENANCE AND GOOD ORDER

1. Hirer shall ensure that all users behave in a way that does not cause offence to other users or to the public and shall act in accordance with the directives and requirements of SPCA, its staff or representatives.
2. The Hall is situated in a residential area and it is important that neighbours are respected when users are entering or leaving the premises and that noise levels are

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kept to reasonable levels. Sound from inside the premises should not be audible from outside or from the flats above.

3. The Hirer shall leave any facilities used in a clean and tidy condition and all rubbish must be bagged and left ready for removal.
4. Any utensils or kitchen equipment used must be washed and replaced and the kitchen surfaces wiped clean.
5. All chairs and tables must be left in the position they were found prior to use, or as agreed in advance.
6. The indoor facilities normally close no later than 11.00pm and the outdoor facilities normally close no later than 9.30pm. Hirers should allow time for clearing away as they must be off the premises before closing time.
7. The Hirer agrees not to permit more than 120 people in the main hall, 30 people in the small hall/ SNUG/Cafe or 15 people in either meeting room.

DATA PROTECTION

1. The details of the Hirer may be held by SPCA on its computer database for general office use, but any information will not be passed on to any third parties.

PARKING AND DISABILITY

1. SPCA does not normally provide any parking facility and weekday parking facilities on the street are limited during business hours. There is an NCP car park nearby in Pratt Street. In the case of disability access or deliveries, Hirers are advised to consult with SPCA beforehand.

DECLARATION

1. I have read and agree to abide by the Terms and Conditions as laid out herein and confirm that I am over twenty- one (21) years old and authorised to sign on behalf of my party.

Signed.....

Printed name

Date.....