

3. Tottenham Café Connect (TCC) Community Hub –TERMS AND CONDITIONS OF REGULAR/GROUP HIRE

Your deposit of £150 will be kept if the Terms & Conditions below are not followed.

General

1. No more than 50 people in the Café Room or 40 people in the Green House, 100 Outdoor Garden, 100 Outdoor Play Areas (including children).
2. Children must be supervised and not be left unattended on the premises.
3. The use of The Stage, The Oven, & Tents will be additional cost and depends on availability and responsible supervision person /staff on site
4. The building is inside the park, accessible by foot through nearby park entrances 3 at Park view Road and 2 at Ashley Road which are always open to pedestrians. There are fantastic transport links to the site, 5 minutes' walk to the Site.
5. There are no parking facilities around the park until 6.30 p.m. on weekdays, free parking at weekends. All vehicles have to park off site. Access can be arranged for loading only and instructions need to be followed carefully. The hirer is responsible for such vehicles at all times whilst they are in the park; maximum speed limit in the park is 5mph. Parking only on the tarmac! Exceptions may be made for disabled access vehicles. Please ask at the time of booking.
6. No smoking in any part of the premises (including the Bowling Green). There may be a designated area outside of the café entrance.
7. No sale of alcohol allowed. The venue is seeking a premises licence. Due to be completed in October.
8. The organisers of events and activities in the building are wholly responsible for the behaviour, welfare and safety of their staff, guests and visitors. Any injuries and significant incidents must be reported to the Tottenham Café Connect (TCC) / Living Under One Sun (LUOS) Staff.
9. Items in the TCC Community Hub (e.g. toys, desks, kitchen & equipment) shall not be used unless specifically hired or permission is given.
10. Any losses or damages to the Centre, its equipment or furniture must be reported and paid for by the hirer.
11. Please do not pin/stick/attach anything to the walls of the room. Any damage to the walls will incur extra charges.

Please leave the premises as you found them. If extra cleaning or repairs are needed the hirer will incur extra charges

Hire Time

12. Please arrive on time and leave on time. We allow 30 minutes for set up but booking time must include time to clear away after your event. If you exceed your agreed time you may incur extra charges.

Noise and Behaviour

13. Music and noise must be kept to an acceptable level. Please have consideration for residents and other park users and keep noise outside to an acceptable level. No outside speakers after 10 p.m.(we are awaiting a premises licence for extended hours). Hirers will be held responsible for any disturbances in the park caused by themselves or their guests, particularly during the evening and when leaving the park.
14. It is the hirer's responsibility to ensure that activities are legal and compatible with equal opportunities principles.

The Living Under One Sun management reserves the right to cut short, enter, limit numbers, or to refuse entry to and remove individuals if behaviour is deemed contrary to the agreed terms and conditions of hire. The hirer will receive no refund if this action has to be taken.

Health & Safety

15. The Fire Exits and Fire Doors must not be blocked by tables, chairs etc.
16. The hirer is responsible for keeping an up to date attendance register for their group/meeting/activity.
17. In case of emergency you are also responsible for ensuring that all people attending your group leave the premises and go to the assembly point, to take the register with you and check attendees against the register. If you are in the building in the evening or at any other time without any TCC staff present, please ensure that the emergency services are called if needed and that fire procedures are followed; ring 999.

Cleaning Up after hire:

18. Should be finished **by the end of your booked time** (we suggest at least ½ hour to clean up built into your booking time). All areas should be left as they were found, mopped if food and drink has been spilt. Waste should be sorted, with an extra cost if any of this has not been done to the required standard.

Insurances

19. The hirer agrees to indemnify LUOS against all claims and actions in respect of loss, damage or injury to guests, persons or property, invited, engaged or assisting the hirer. It is the hirer's responsibility to ensure all relevant insurances, certificates and policies are in place & adhered to.

Payment and Cancellation

20. We will invoice you at the beginning of the month for the upcoming sessions.
21. Payment is due latest by the 30th of the month.
22. As a regular booking we need 2 weeks' cancellation notice or else you will be charged.
23. As a regular hirer you must inform the member of staff responsible for hire of any changes such as change of dates and/or fees by the 20th of the previous month.

Loss, Damage or Theft

24. The LUOS management cannot accept responsibility for any loss, damage or theft of the hirer's or his/her attendees'/students' property.

Force majeure

25. If, due to an event beyond its control, the LUOS management is unable wholly or substantially to perform its obligations to a hirer, the TCC management will promptly notify the hirer accordingly and will refund any relevant deposit and/or other pre-payment paid to it in respect of the Booking, to the Hirer. We can't compensate for loss of earnings and any other associated costs.

Signed:

Print name:

Date:

The person whose name appears on this form shall be liable if the above Terms and Conditions are not followed. No hire of the premises for party political activities or religious services permitted.

The LUOS management reserves the right to refuse any booking. Reasons will be given in writing if requested.