

1. TOTTENHAM CAFÉ CONNECT(TCC) COMMUNITY HUB- TERMS AND CONDITIONS OF PRIVATE 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 on Park View Road and 2 on Ashley Road which are always open to pedestrians. There are fantastic transport links with 5 minutes' walk to the Site.
5. There are no parking facilities around the park until 6.30 p.m. on week days, with 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 completing in October 2018.
8. The organisers of events & activities in the building are wholly responsible for the behaviour, welfare & safety of their staff, guests & visitors. Any injuries and significant incidents must be reported to the Tottenham Café Connect (TCC) / Living Under One Sun (LUOS) key 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.

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. (TCC is 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.
15. 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

16. The Fire Exits & Fire Doors must not be blocked by tables, chairs etc. Evacuation procedures are to be followed by the hirer if staff not present.

Cleaning Up after hire:

17.
 - Should be finished **by the end of your booked time** (we suggest at least ½ hour to clean up is built into your booking time).
 - All areas should be left as they were found e.g. floors and tables swept/mopped if food and drink has been spilt.
 - It is the hirer's responsibility to clean up the outside area as well, if they have been using it.
 - Dependent on the type of waste, all rubbish should be put in black bin liners or recycling bags and left outside the café door at the Bowling Green Garden entrance. We can only accommodate 3 black bags and 3 recycling bags (bags are provided). The rest of the rubbish needs to be taken by the hirer to the container by the Tennis Court entrance.
We will apply an extra cost if any of this has not been done to the required standard.

Deposits, Hire Payment and Cancellation

18. **A deposit of £150** must be paid **before a booking** can be confirmed. Full payment (cash, cheque or bank transfer) must be made **14 days prior to the hire date**. Deposits will be returned to the hirer one week after the event. Your deposit of £150 will be kept if the Terms & Conditions below are not followed
19. If the cancellation of a booking occurs, the following shall apply
 - Notice less than 14 days prior to the event: 50% of the hire fee will be retained by LUOS.
 - Notice less than 7 days prior to the event: 100% of the hire fee will be retained by LUOS.

Loss, Damage or Theft

20. The LUOS management cannot accept responsibility for loss, damage or theft of hirer's or guest's property.

Force majeure

21. If, due to an event beyond its control, LUOS is unable wholly or substantially to perform its obligations to a hirer, the 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.

Tottenham Café Connect Community hub is managed by Living Under One Sun (LUOS) Registered Charity No. 1172710 and Company Limited by Guarantee No.06545497. Registered Office: Neighbourhood Resource Centre, 177 Park Lane, London N17 0HJ, Tel: 020 8801 6868
E-mail: info@tottenhamcafeconnect.org or info@livingunderonesun.co.uk

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