

Room Hire Terms & Conditions

General Rules and Conditions Governing the Use of

Mind in Haringey Community Centre

Preamble: The management of the community centre is vested in the Management Committee of Mind in Haringey, whose powers and composition are defined in the constitution, a copy of which may be obtained from / consulted at Mind in Haringey.

Under the provisions of the constitution, the Management Committee is empowered to make rules or to withdraw or amend them.

Standard Conditions of Hire

1. Use of centre

Use of the community centre and its facilities is subject to the following rules and, in the case of hirers, to the conditions incorporated in the hiring agreement. These standard conditions apply to all hiring of Mind in Haringey's premises. If the Hirer is in any doubt as to the meaning of any of the following, Mind in Haringey's administrative staff should immediately be consulted.

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

2. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

3. Applying to use the centre

(a) Application for use of the centre shall be made to the administration team.

(b) The right to refuse any application for the use of centre facilities is reserved to the Management Committee or the administrator, provided that the administrator reports his/her action to the next meeting of the Management Committee. The Management Committee may refuse an application to use the centre's facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the Association's beneficiaries or supporters. In any circumstance of doubt, the administrator shall report the matter to the Chief Executive Officer and shall not confirm the letting without the agreement of the Chief Executive Officer.

(c) All arrangements for the use of the premises are subject to Mind in Haringey reserving the right to cancel bookings when the premises are required for use as a Polling Station or are otherwise rendered unfit for the intended use.

(d) Sections and affiliated groups of Mind in Haringey shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by Mind in Haringey except as provided for in (c) above.

4. Maximum capacity

The main hall has a maximum capacity of 50 seated or 75 standing. The quiet room has a maximum capacity of 20 seated or 30 standing (these figures include helpers and performers) and on no account shall these figures be exceeded unless by exclusive agreement with the association. These stated maximum capacities reflect fire safety requirements and do not necessarily pertain to the number of chairs and tables available for use by the hirer. Hirers should ask the administrator at the time of making their booking to ascertain whether the quantity of chairs/tables required shall be available.

Room Hire Terms & Conditions

Room	Maximum capacity
Main Hall	75
Quiet room	30

5. Normal hours of opening

Facilities at Mind in Haringey are normally available for the use of its members and of outside hirers between the hours of:

Mondays, Wednesdays & Thursdays 09.00 to 21.00

Tuesdays and Fridays 09.00 to 17.00

Hirers are asked to ensure that attendees vacate the premises 10 minutes prior to closing times to allow staff to lock up the building

6. Out of Hours Opening

The building can be hired outside of opening hours during the following times **by agreement, providing a member of staff is available to open and close the building:**

Fridays 17.00 to 21.00

Saturdays and Sundays 09.00 to 21.00

- *Evening (17.00-21.00) and weekend hire is charged at a higher rate than weekday hire regardless of whether the building is open or closed.*
- *The building is not available for late night or all night hire.*

Opening and Closing the Community Centre

The Centre will be opened for your hiring by the caretaker or a member of staff and will be closed for you at the time you have indicated.

- Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before the start and must leave the premises by the end of the hire period.
- In case of difficulty please telephone the staff member named in the room hire information sheet issued to the hirer on the day of hire.
- Guests are expected to vacate the premises within fifteen minutes of the end of the hire period. Failure to comply with this will result in forfeiture of your deposit.

7. Power Circuits/Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of Mind in Haringey. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

8. Centre Telephone

The Centre has no telephone for public use and the nearest one is located at Ferme Park road, so you are advised to bring a fully charged mobile telephone for use in case of emergency.

Room Hire Terms & Conditions

9. Supervision

(a) The hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. S/he shall not be engaged in any duties which prevent him/her from exercising general supervision.

The Hirer shall, during the period of the hiring, be responsible for -

- (i) supervision of the premises, the fabric and the contents;
- (ii) their care, safety from damage, however slight, or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

(b) When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty where under 75 persons are attending the entertainment. When the majority of those present at the entertainment are less than 16 years of age and/or when many people with disabilities are expected to attend, the numbers of adult supervisors required will be increased.

(c) All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall familiarise themselves with the fire fighting equipment provided.

10. No alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or painting/decorating take place in any part of the premises without the prior written approval of Mind in Haringey. The Hirer must remove all such articles at the end of the hiring unless otherwise agreed with the Mind in Haringey. Any unauthorised articles left on the premises will be disposed of by the Mind in Haringey as it thinks fit. The Hirer will make good to the satisfaction of Mind in Haringey any damage caused by such installation and removal.

11. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

12. Equal opportunities

Users of Mind in Haringey's facilities for public/community activities must comply with the Equality Act 2010. They must ensure that public/community activities are open to all members of the community regardless of sex, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions.

13. Compliance with the Protection of Freedoms Act 2012 and all other conditions relating to work with children and vulnerable adults

No activities or groups involving either children or vulnerable adults will be permitted on the premises except with the written agreement of the Mind in Haringey. All organisers of activities involving children and/or vulnerable adults are required to comply with the recommendations of the Disclosure and Barring Service and the Management Committee reserves the right to exclude from the premises any organisation that fails to comply with this requirement. In the case of affiliated groups or outside hirers, it is the responsibility of the organisers of the activities concerned to ensure compliance with these requirements, so that only fit and proper persons have access to young children and/or vulnerable adults and that such persons shall at all times be in attendance upon children and/or vulnerable adults who are on the premises for the activities concerned.

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and subsequent legislation and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service checks have access to the children. Checks may also apply where

Room Hire Terms & Conditions

children over eight and vulnerable adults are taking part in activities. The Hirer shall provide Mind in Haringey with a copy of their DBS Check and Child Protection Policy on request.

14. Licensable activities

- (a) Supply of food and drink

Only persons who have satisfactorily undertaken any relevant training required by the Council's Environmental Health Department, and otherwise satisfied the requirements of current legislation, shall be permitted to prepare food on the premises for public events.

With permission the kitchen area may be used to prepare the hirer's own food for private events.

- (b) Intoxicating liquor

No intoxicating liquors are permitted to be bought or sold on any part of the premises at any time.

- (c) Film shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film .

- (d) Betting, gaming and lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the persons or associations responsible for functions held in the centre premises shall ensure that the requirements of the relevant legislation are strictly observed.

15. Dangerous and unsuitable performances

Performances involving danger to the public or of a sexually explicit nature shall not be given.

16. Sale of goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed; as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

17. Flyposting

The Hirer shall not carry out or permit flyposting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the Mind in Haringey's Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

18. Storage

The permission of the Mind in Haringey must be obtained before goods or equipment are left or stored at the community centre for a particular function or event.

Mind in Haringey accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring, or fees may be charged for each day or part of a day at the hire fee per hiring until the same is removed.

Mind in Haringey may use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended;
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring.

Room Hire Terms & Conditions

This may result in Mind in Haringey disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

19. Faults/ Damage/ Comments

Please report as soon as possible to the administrative team any faults or damage so that they can be rectified quickly. Mind in Haringey welcomes comments or observations that you may have about your hire of the Centre. As directed by Mind in Haringey, the Hirer shall make good or pay for any damage incurred (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents during the period of hire.

20. Loss of property

Mind in Haringey cannot accept responsibility for damage to, or the loss or theft of, centre users' property and effects.

21. Insurance and indemnity

(a) The Hirer shall be liable for:

(i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage or the contents of the premises;

(ii) all claims, losses, damages and costs made against or incurred by Mind in Haringey, its management Committee, employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer;

(iii) all claims, losses, damages and costs made against or incurred by Mind in Haringey, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer and the Hirer shall indemnify and keep indemnified accordingly each member of Mind in Haringey's Management Committee and employees, volunteers, agents and invitees against such liabilities.

(b) Mind in Haringey shall take out adequate insurance to insure the liabilities described in sub-clause (a) (i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. Mind in Haringey shall claim on its insurance for any liability of the Hirer but the Hirer shall indemnify and keep indemnified each member of Mind in Haringey's Management Committee and employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where Mind in Haringey does not insure the liabilities described in sub-clauses (a) (ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Association's authorised representative. Failure to produce such policy and evidence of cover will render the hiring void and enable Mind in Haringey to rehire the premises to another hirer.

Mind in Haringey is insured against any claims arising out of its own negligence.

22. Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to or exits from the centre.

23. Consideration for Others

Hirers and organisers of events at Mind in Haringey are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the street are disturbing to local residents.

The Hirer shall ensure that, in order to avoid disturbing neighbours and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person

Room Hire Terms & Conditions

suspected of being drunk or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises.

24. Cleaning and security

All use of centre premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their original position and for securing doors and windows of the premises as directed by the administrator. All users shall leave the premises and surroundings in a clean and tidy condition, ensure that table tops are disinfected and put waste in the appropriate bins outside or take it home.

Please do not use drawing pins or sticky tape on the walls or other surfaces, [use 'blu-tak' if you need to put up notices or decorations]. Do not fix decorations near light fittings or heaters.

25. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is provided, or which is attended by children. The hirer shall also comply with the Association's health and safety policy.

a) The Hirer shall receive instruction in the following on the day of hire:

- i) The action to be taken in event of fire. This includes calling the Fire Service and evacuating the hall;
- ii) The location and use of fire equipment.
- iii) Escape routes and the need to keep them clear;
- iv) Method of operation of escape door fastenings;
- v) Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

b) In advance of an entertainment or play the Hirer must ensure the following:

- i) That all fire exits are unlocked and panic bolts in good working order;
- ii) That all escape routes are free of obstruction and can be safely used;
- iii) That any fire doors are not wedged open;
- iv) That exit signs are illuminated;
- v) That there is no obvious fire hazard on the premises.

26. Safety requirements

Nothing shall be done which will endanger the users of the building or invalidate the policies of insurance relating to it and to its contents. In particular:

- a) obstructions must not be placed in gangways or exits, nor in front of or outside emergency exits, which must be immediately available for free public egress;
- b) all groups are expected to co-operate in the fire drills which may be arranged at varying times in order to familiarise users with evacuation procedures;
- c) the emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes. This rule is strictly necessary where an automatic mains failure device is in operation;
- d) fire fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- e) the Fire Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the administrator;

Room Hire Terms & Conditions

- f) performances involving danger to the public shall not be given;
- g) highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (such as polystyrene, cotton, etc.) shall be undertaken or erected without the consent of Mind in Haringey;
- h) no unauthorised heating appliances shall be used on the premises;
- i) the First Aid box shall be readily available to all users of the premises. It is located in the kitchen and must be returned after use. The administrator must be informed of any accident or injury occurring on the premises;
- j) all electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 and any subsequent legislation. Mind in Haringey disclaims all responsibility for all claims and costs arising from the use of any equipment that does not so comply.
- k) smoking on the premises is not permitted.
- l) no illegal drugs may be brought onto the premises.
- m) in the event of a fire, the premises should be evacuated in an orderly manner using the appropriate exits and the Fire Service called by dialling 999.
- n) the exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the Centre is occupied and the manner of opening Fire Doors should be made known to your guests.
- o) the Hirer shall ensure that:
 - i) Highly flammable substances are not brought into, or used in any part of, the premises and that;
 - ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Association. No decorations are to be put up near light fittings or heaters.
- p) the Hirer must report all accidents involving injury to the public to Mind in Haringey as soon as possible and complete the relevant section in Mind in Haringey's accident book. Any failure of equipment belonging to Mind in Haringey or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported to the HSE. Mind in Haringey will give assistance in making this report.

27. Food Safety and hygiene

The Hirer shall, if preparing, serving or selling food to the public, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Safety (Temperature Control) Regulations 1995. The premises are provided with a refrigerator and thermometer.

28. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by Mind in Haringey. No animals whatsoever are to enter the kitchen at any time.

29. Cancellation:

2 weeks' notice is required for cancellation of a booking, after which the Association reserve the right to retain the booking fee if it is not possible to conclude a replacement booking.

The Association reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (b) Mind in Haringey reasonably considering that

Room Hire Terms & Conditions

- (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
- (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (c) the premises becoming unfit for the use intended by the Hirer;
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but Mind in Haringey shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

30. End of hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced; otherwise the Association shall be at liberty to make an additional charge.

31. Return of Deposit

The late fee will be retained if Mind in Haringey determine any of the above stated terms and conditions to have been breached. In the event of no breaches, the deposit shall be returned by cheque within 10 working days of the event. The Hirer may request return of deposit by an alternative method, but Mind in Haringey reserves the right to refuse this. If the Hirer requires the return of their deposit on the day of their event or in a payment type other than a cheque (for example, cash, credit card refund, or direct bank transfer), this shall be requested in advance of the event and agreed by the administrator.