



Founded in 1913

St John's Deaf Community Centre

258 Green Lanes, Manor House, London, N4 2HE

TERMS AND CONDITIONS OF HIRE

Parties to the Hire

The space is let by the Committee charged with responsibility for St John's Deaf Community Centre to the hirer. The 'space' is determined as the area booked and the external area, which includes the car park and extends to all the boundary fences. However, the car parking spaces are not guaranteed.

Payment

A 50% non-refundable deposit of the full booking fee must be paid to confirm the booking. Should the deposit not be received, St John's Deaf Community Centre reserves the right to cancel the booking. Unless agreed otherwise in writing by the Committee, the balance due for the booking must be made at least fifteen days in advance. Should the balance not be paid, the booking will be cancelled. All payments must be made to 'St John's Deaf Community Centre'. Receipts will be issued for all payments made on request. St John's Deaf Community Centre reserve the right to vary the periods the deposit and final balance is due.

Cancellation

In the event of a cancellation by the hirer within fifteen days of the due date for the booking, your deposit will be non-refundable.

Safety

Any electrical equipment, displays, staging and other similar items used by the hirer must conform to relevant regulations as laid out by Hackney Council and general UK Law. If the hirer wishes to use (extension) cables that will cross over the floor, these must be taped down for health and safety reasons. Cables cannot be laid across exit doors or evacuation routes. All doors and corridors that provide a safe exit from the hired area must be kept clear and all fire exit signs must be visible at all times.

Smoking

There is absolutely no smoking permitted within the premises. There is a designated smoking area in the car park that the hirer and relevant people can use to smoke. The hirer accepts that smoking in this area is still subject to due care and diligence by all its users. The hirer agrees to accept responsibility for any fines or penalties imposed should smoking regulations be breached during the time of, or related to, the booking.

Kitchen

It is the responsibility of the hirer to be familiar with, and abide by, relevant food safety regulations.

The hirer can use the kitchen to make hot drinks such as tea and coffee; however the hirer cannot use the kitchen facilities to sell food or drink without the permission of the Committee. The Committee can provide staff to work in the kitchen should you wish food and drinks to be sold; all proceeds from such sales will go to the Centre's Kitchen section.

Bar

Should the hirer wish to have bar facilities at the booking; this must be arranged via the Committee at the Centre. No alcohol can be sold at any event without delivery from the Centre itself. This is bound by the Terms and Conditions of the Centre's Premises License. For more information, please contact the Committee.

Noise

We co-exist happily with our neighbours and respect their right to reside in the area without undue noise or anti-social behaviour. There are legal requirements and by-laws exercised by Hackney Council in accordance with UK law. For the avoidance of doubt, any music or systems involving microphones played must be switched off by 23.00 hours and you must leave the premises strictly no later than 00.00hours / 12am otherwise you will incur a 2 hour charge after 12am. All hirers are asked to leave quietly and avoid undue noise upon departing. Breach of this is taken very seriously and will result in a complete ban of future bookings by the hirer.

Animals

Animals are not allowed on the premises - whether within the Centre itself or on its grounds. The exception to this at the discretion of the Board or Management Committee and is where a user may have an escort dog such as a Guide Dog for the Blind or a Hearing Dog for the Deaf.

Liability (The legal bit!)

The Committee shall not be liable for any claim for personal injuries to the hirer, any person employed by the hirer, or any member of the public, including any member of any organisation represented by the hirer, attending the event for which the booking is made. Further, St. John's Deaf Community Centre will not be liable for any loss or damage of any kind which may arise in consequence of any activities or operations carried on by the hirer within or adjacent to the premises hired, nor for any claim, proceedings or expenses in respect thereof, except any claims which may arise through the negligence of the Committee solely as the guardians of the premises.

It shall be the responsibility of the hirer to affect such insurance as they think fit in respect of their use of the premises, and the hirer hereby agrees to indemnify the Committee against any claim in respect of personal injury or damage to property arising from the hire of the premises.

It is important to note that the main hall has a seating capacity of 75 OR a standing capacity of 150. The small hall has a seating capacity of 50 OR a standing capacity of 100. The combined seating capacity for the centre is 125, OR, if standing, the capacity is 250. These figures have been determined by Fire Safety and would have legal ramifications if breached and accordingly, the hirer will be held liable for any legal actions and costs, which may arise.

Care and Use of St John's Deaf Community Centre Property

This pertains to all aspects of St John's Deaf Community Centre including the car park area, boundary fencing and bins. The hirer must respect and exercise due care with all parts of the Centre.

If the hirer wishes to use any equipment or items other than tables and chairs, they must first gain permission from the Committee at the time of the booking. If any equipment or items are damaged, the hirer agrees to pay the full cost of repairing (to full working condition) or replacing damaged, broken or lost equipment, regardless of whether this was caused directly by the hirer or otherwise.

All items or equipment brought by the hirer must be removed after the booking and all items or equipment provided by the Centre must be returned to where it was found.

The hirer is responsible for tidying up and cleaning all facilities after use (including the hall, toilets and kitchen areas). The hirer can choose to pay an additional £50.00 for the Centre to pay for the cleaning as stated on the booking form, although all rubbish and food waste must be

removed by the hirer and all items returned to where they came from.

The Centre reserves the right to charge additional costs if any part of the Centre is found damaged or not found in a tidy or clean state after the hirer's use. This will be considered a breach and future bookings will not be accepted.

Enjoyment

The above rules are set out to help both parties. Some have been necessary to add so that there can be no misunderstanding. We do want you to enjoy your event. We do want you to return. We welcome any feedback you have which may help us improve our services and relationship with you.

Thank you.