

Bedford House Community Association

Terms and Conditions of Space Hire

1. Procedures

- a) The Proprietor of Bedford House and Bedford Hall is the Bedford House Community Association, (hereinafter called 'Bedford House', unless otherwise noted).
- b) All references to 'he', 'him' and 'his' in these regulations shall be deemed equally to apply to the feminine. Similarly, any reference to the singular shall also apply to the plural.
- c) All hire and booking enquiries should be made to the Administration Office, Bedford House CA, 4 Westbury Road, Buckhurst Hill, Essex IG9 5NW. 020 8504 6668
Enquiries@BedfordHouse.org.uk
- d) Party and one off Bookings - Bookings must be made by the submission of a correctly completed booking form to the Administration Office, accompanied by full payment of all fees and separate contingency deposit charges. Payment by card or BACS.
- e) Regular but 'Small' (1-4 weekly hours) regular Hirers – Bookings must be made by the submission of correctly completed Hire forms to the Administration Office, and payment of separate contingency deposit charges. Hire fees are invoiced monthly in advance by the Administration Office.
- f) Regular Hirers (5+ hours) - Bookings must be made by the submission of correctly completed forms to the Administration Office, and payment of separate contingency deposit charges. Hire fees are invoiced quarterly in advance by the Administration Office, unless otherwise agreed.
- g) No applications will be accepted from anyone under the age of 21 years.
- h) The signatory of the booking form shall be deemed the Hirer.
- i) All booking times are to be strictly adhered to. You must allow time in your booking for preparation and clearing up.
- j) The hall or room hired must be left in a clean and tidy condition: otherwise a cleaning charge will be made of a minimum £30 per hour for as long as it takes to bring the space back to normal.

2. Available Accommodation and Fees

The accommodation for hire consists of the following sections:

The Hall with access to the garden and a kitchen, and 5 rooms. Maximum capacity for use which must not be exceeded is as follows:

Hall:	80 people
Rooms 1, 2, 6, 7:	18 people
Room 3:	4 people

Bookings of any of these, separately, or in combination will depend upon availability and will be costed according to the Fees table. Fees are reviewed annually regardless of when a regular hire was started. Changes come into effect from 1st September annually and are subject to annual review.

3. Use of Fixtures and Equipment

- a) Use of tables, chairs, crockery, cutlery, glass and other utensils for refreshments will be included within the hire fee for the appropriate section of the hall or room under hire. The Hirer will be responsible for returning the above to a clean and tidy condition after his/her use.
- b) The Hirer shall indemnify Bedford House for the loss of, or damage to the room/hall/space hires or any equipment used, fixed or free standing, which may occur during the course of the hire period.

4. Contingency Deposits

- a) In addition to the hire fee, Bedford House charges a Contingency Deposit in advance. This must be paid at least one month prior to the booking, or at time of booking if less than a month prior to the event, and will be applied to all liabilities indemnified by, or associated with the Hirer.
- b) Should such liabilities exceed the Contingency Deposit; the balance will be charged to the Hirer at Bedford House's discretion.
- c) Please see the Space Hire agreement for deposit details.

5. Car Park

- a) Bedford House does not accept any responsibility for cars parked in their car park and their contents.
- b) Exits and entrances to the car park must not be obstructed.
- c) The car park will be closed 15 minutes after the completion of the hire period.
- d) The Hirer will be responsible for patrons leaving the hall and house as quietly as possible, to cause the minimum disturbance to neighbouring residents.

6. Hirer's or Agent's Equipment

- a) Any equipment brought into the hall must be removed immediately following the end of the booking period, or on demand. Any electrical equipment must have a valid PAT testing certificate obtained within the last 12 months by a suitably qualified person.
- b) If any equipment of the Hirer, or his agent is not removed from the hall within the hire period, additional arrangements for its collection or storage must be made with Bedford House, at the Hirer's expense.
- c) The Hirer shall indemnify Bedford House in respect of any claims, expenses or costs incurred as the result of a failure to remove any item.

7. Nuisance and Disturbance

- a) The Hirer, (or his agents and representatives), shall not, by his actions, directly or indirectly, during the period of hire, cause any nuisance, noise or disturbance to the public or neighbouring residents.
- b) The Hirer is responsible for the levels of noise and/or disturbance emanating from the premises during the period of hire and shall fully indemnify Bedford House against all costs, fines and legal charges incurred by Bedford House as a result of a complaint upheld by Environmental Health Officers or similar agencies.
- c) The Hirer, or his agent, shall make no attempt to disengage, adjust, or otherwise interfere with any sound limiting equipment installed at the hall by Bedford House.
- d) The Hirer shall be responsible for the actions of his patrons or other persons permitted access to the premises during the period of hire.
- e) Bedford House reserves the right to refuse access to, or to call for the ejection of the hall, room or house, without explanation, of any person, who in the opinion of the

Bedford House representative is causing a disturbance. The Hirer will be required to cooperate.

8. Hirer's Agents and Employees

- a) All Hirers are responsible for their own catering.
- b) The Hirer shall be fully responsible for the entertainment provided. Public Liability insurance must be provided upon request by Bedford House as appropriate.
- c) The Hirer must notify Bedford House of the names and addresses of all agents and persons engaged on his behalf relating to the hiring, prior to the booking date.
- d) The Hirer shall be responsible for all actions and undertakings on his behalf in connection with this hiring, by his agents, representatives, employees or hired staff, whomsoever.
- e) Bedford House shall be responsible for all actions and undertakings on his behalf in connection with this hiring, by his agents, representatives, employees or hired staff, whomsoever.
- f) Bedford House reserves the right to refuse access to any agent, caterer, entertainer, disc jockey, or other person engaged by the Hirer.

9. Sub-Letting

No sub-letting of the premises is permitted.

10. Sale of Intoxicating Liquor

- a) No intoxicating liquor shall be sold or offered for sale on the premises, except with the consent in writing of Bedford House.
- b) If it is intended to sell intoxicating liquor during the course of the hire period, a Magistrates occasional liquor licence for the period must be produced to Bedford House, prior to the date of hire.

11. Damages to Third Party

The Hirer agrees to indemnify Bedford House against all claims or damages sustained by a third party during the period of hire.

12. Productions and Stage Entertainment

No productions or Stage Entertainment is permitted.

13. Unforeseen Events

- a) Bedford House will not be responsible for any loss or damage suffered by the Hirer, should the use of the hall be rendered impossible by reason of accident, force, strike, lockout, lockdown, or other forces out of its control. Bedford house will return the charges already paid to it by the Hirer in such a case. No other compensation shall be payable by Bedford House.
- b) No responsibility will be accepted, or compensation paid in the event of loss or damage by the Hirer on account of a temporary failure of any hall facilities or services.

14. Conditions of which the Hirer must take Special Note

- a) The hall or room may be inspected by the Hirer and Bedford House appointed officer at the beginning and the end of the letting.
- b) No appointed Bedford House officer is required to assist in the setting up / clearing away of tables, chairs or any other equipment. It is the Hirers responsibility to set

- up and clear away tables, chairs or equipment at the start and end of the hire period.
- c) No fastenings of any nature shall be driven into any part of the fabric of the premises. Pins may be used on the picture rail only by prior agreement.
 - d) No chalk or other powder shall be placed upon the floor.
 - e) Bedford House, or its appointed officer, reserves the right to refuse to allow any article into the building which, in their opinion, is considered dangerous or offensive.
 - f) Gratuities shall not be paid to any employee of Bedford House.
 - g) Bedford House reserves the right, at its discretion, to levy an additional charge for cleaning or sanitary duties in excess of that normally provided following a period of hire.
 - h) The Hirer shall indemnify Bedford House, its Officers and staff, against all actions, expense, damages, penalties arising out of, or in any way connected with the letting, or accident or loss which may happen to or be sustained by any person by reason thereof.
 - i) A responsible adult of the Hirer must undertake to remain continuously on the premises throughout the letting, whilst the premises are open for the purposes for which the letting was intended, and personally to return control of the hall or room to Bedford House's appointed Officer.
 - j) Bedford House will not be responsible for the loss or theft of, or damage to, any goods or property of the Hirer or of any other person deposited or brought to the Hall.
 - k) No alterations shall be made to the lighting, heating, fixtures, fittings or other arrangements of the Hall, except with the consent in writing of Bedford House. Bedford House representatives retain the right of entry to the hall or room at any time.

15. Fire Regulations of which the Hirer must take Special Note

- a) It is prohibited to prop or wedge open fire doors for any purpose and for any period of time. Please only use the fire compliant doorstops fitted to doors.
- b) No fire doors must be blocked with any equipment or furniture whatsoever.
- c) A one-meter boundary between the walls and nearest piece of furniture or equipment is to be maintained at all times to ensure a clear line of evacuation. Hirers must also ensure all routes to fire escapes are clear during the duration of their hire period.
- d) The maximum occupancy for the hall or any other hired space must not be exceeded at any time. No portable electrical equipment may be used unless it has undergone the relevant PAT test and has obtained a valid certificate within the last 12 months. In addition, the use of deep fat fryers and extension leads is prohibited. The cooker in the hall kitchen has been decommissioned and is not operational.
- e) A register of all persons present must be taken at the start and during the hire period to ensure all persons can be accounted for in the event of an evacuation.
- f) The Hirer is responsible for ensuring all those present during the hire period are aware of the fire exit routes.
- g) The Hirer is responsible for ensuring he is familiar with the location and operating instructions of the fire extinguishing equipment and for ensuring other members of the group are also briefed in this regard.

16. Fire Regulations of which all regular Hirers must take Special Note

- a) All regular hirers must undertake fire drills (minimum two per year) and appropriate records kept. Fire Wardens must also be appointed.
- b) A Fire Risk Assessment including evacuation plan must be completed by all regular hirers and a copy made immediately available to Bedford House, if requested.

17. Right to Cancel a Booking

Bedford House reserves the right to cancel the booking if it considers any breach of these conditions has occurred, by the Hirer, his agents or employees. The opinion of Bedford House or its representatives shall be final as to the breach of any condition or appropriateness of any activity.

Signed Date

Print Name

On Behalf of Club or Organisation, if relevant