



HALL & ROOM HIRE TERMS AND CONDITIONS



Canterbury Road & Peppermint Children's Centres

The maximum number of people per room is for Health & Safety and Fire Precaution reasons and are as follows:

Peppermint Children's Centre

Community Hall 70 people
ICT Suite 15 people
Family Room 8 people

Canterbury Road Children's Centre

Community Hall 100 people
ICT Suite 8 people

1. All Organisations hiring our facilities for regular sessions, must have their own Public Liability Insurance. (Proof may be requested). All hirers who are covered by their own insurance are encouraged to carry a First Aid Kit with a certified First Aider.
2. Acorns 2 Oaks accept no responsibility for any injury, damage or loss incurred to any person or property who are using the building during the hiring. The hirer is responsible for the safety of their user group for the duration of the hire.
3. A Booking Form is required for the hire of the centre and/or kitchen facilities. Note: No Letting/ Hire will take place without a signed Booking Form and the acceptance of the Letting/Hire Terms and conditions. The Hirer must be a minimum of 21 years of age and must not assign the letting agreement to any other party.
4. Full payment must be received within 7 days before date of hire. Please request bank details for bacs payment.
5. The hirer is responsible for the cost of repair for any damage caused during a hiring and/ or the cost of additional cleaning as a result of the hall being left in an unacceptable state. A deposit of £50 at Peppermint, £80 at Canterbury, will be required for each event to cover the possibility of damage or additional cleaning. This will be returned if, on inspection after the booking, there is no damage or further cleaning required. In the event of any damages occurring during the event/function, repair costs will be deducted from the initial deposit. If the cost of repairs exceeds the initial deposit, the Hirer agrees to pay any differences.
6. Should the Hirer wish to cancel a booking, one week (7 days) notice is required prior to the event taking place. If such notice is not given, the Hirer will be subject to a charge of 20% of the full hire charge. Only changes requested in writing to the Admin Team, no less than 10 days before an event will be considered. Any changes applied will be at the discretion of the management team. Verbal requests cannot be guaranteed.
7. The Hall/Rooms should be vacated at the end time agreed on the date(s) of Hire, and all activities must cease at the agreed time. Additional time incurred will be charged and deducted from the deposit.
8. No events may continue after 11 pm at Peppermint and 12 Midnight at Canterbury. No music may be played after 10:30 pm.
9. The Centre/Building will be locked by the duty caretaker.
10. Smoking in the building is prohibited.
11. The Hirer may not sell alcohol on the premises.
12. Hirers may only use blu-tack on our walls to put up decorations (i.e. balloons). Do not use sticky tape or staples.
13. Only the fenced garden area adjacent to the room hired is included in the Hire. All other rear garden areas are out of bounds.
14. For Health & Safety of individuals/groups, Acorns 2 Oaks Ltd operates a STRICT policy regarding the disorderly behaviour of any person on their premises. In this respect, the Hirer will be held responsible and Acorns 2 Oaks Ltd will take any necessary decisions and measures concerning future bookings.
15. If, for whatever reason, Acorns 2 Oaks Ltd is unable to satisfy your reserved Booking, we will re-fund any monies the Hirer has paid in that regard.

16. The Hirer is responsible for:

- a) All charges relating to the hire of the building and the cleaning costs relating to the period of hire, should the room(s) or building not be left in the same condition as it was found.
- b) Any damage incurred to property/equipment which must be reported immediately to the Du-ty Caretaker on the day and to Acorns 2 Oaks Head Office.
- c) Ensuring that the maximum number of people per room and in the building is not exceeded at any given time (should the number be exceeded, Acorns 2 Oaks Ltd takes no responsibility and the Hirer will be held responsible and accountable).
- d) Arriving and leaving at the times specified on the Booking Form (we reserve the right to charge the Hirer for longer use or for inconvenience to other users).
- e) Ensuring that noise is kept to a minimum.
- f) Leaving the premises clean and tidy (any furniture should be put back as it was found). Cleaning materials will be left available in the Hall (i.e. brooms, dustpan, cloth and spray for cleaning table tops, mop & bucket). Please ensure our cleaning equipment is left in the Hall after use.
- g) Disposing of rubbish in the appropriate bins outside. Please bring your own black sacks and check with the duty caretaker where the bins are. Excessive littering during your booking will result in a review of all future bookings and will incur a charge.
- h) Prior to the event, obtaining the required licence from the Performing Rights Society (PRS) and or Phonographic Performance Ltd (PPL) where the use of live or recorded music or amplification is intended.
- i) Ensuring their electrical equipment used on the premises carries a PAT (Portable Appliance Test) certificate, under Health & Safety Regulations.
- j) Ensuring that their guests/participants have left the building and closing the external doors after the event/function.
- k) Fully aware of the correct use of the hired facility and any equipment, and that they undertake to use them only for their intended purpose. Any equipment used must be returned to the appropriate place at the end of the booking.

Registered Office: Acorns 2 Oaks Ltd, Peppermint Children's Centre, Franklin Way, Croydon, CR0 4YD

E-mail: bookings@acorns2oaks.net

Tel No.: 020 8686 3766 option 2

Registered Charity 1104861