



GOAN COMMUNITY CENTRE

HALL HIRE AGREEMENT & TERMS AND CONDITIONS

Venue:

GOAN Community Centre
Appletree Road
London N17 6SH

Booking Details

Name of Hirer: _____

Address: _____

Telephone: _____

Email: _____

Date of Event: _____

Type of Event: _____

Number of Guests (Maximum 60): _____

Hire Charges

Description	Amount
Hall Hire	£
Optional Extras	£
Refundable Security Deposit	£100.00
Total Amount Due	£

The security deposit will normally be refunded on the next working day following inspection of the premises, provided no deductions are necessary.

TERMS AND CONDITIONS

1. Booking Confirmation

A booking is confirmed only when:

- the completed booking form has been received;
- the required booking deposit has been paid;
- GOAN Community Centre has accepted the booking.

The Centre reserves the right to refuse any booking.

2. Payment

- A non-refundable booking deposit is required.
- Full payment must be made before the event.
- A refundable security deposit of **£100** is payable for private parties and selected events.

3. Hours of Hire

The booking period includes:

- decorating
- setting up
- the event
- cleaning
- clearing away

Please allow approximately **one hour** at the end of your booking to return the hall to the condition in which it was found.

The hall must be vacated by the agreed finish time.

Additional time must be booked in advance.

4. Capacity

The maximum capacity is: **60 seated guests**

This limit must not be exceeded.

5. Responsibilities of the Hirer

The Hirer must:

- be at least 21 years of age;
- remain on the premises throughout the event;
- supervise all guests;
- ensure children are supervised at all times;
- ensure the event is conducted safely and respectfully.

The Hirer accepts responsibility for the behaviour of all guests attending the event.

6. Cleaning Requirements

Before leaving, the Hirer must ensure:

- Tables and chairs are returned to their original positions.
- Kitchen worktops, cupboards and appliances are cleaned.
- Kitchen floor is swept and mopped using hot water where necessary.
- Toilet floors are cleaned if required.
- Toilet bins are emptied.
- Hall floor and stairways are cleaned of any spillages.
- Sticky drinks are cleaned immediately.
- Chewing gum and sticky sweets are removed.
- Mirrors, sinks and food preparation areas are left clean.
- All rubbish is placed into securely tied black refuse sacks.
- Rubbish is disposed of in the designated **refuse bins**.
- Cigarette ends and litter outside the building are removed.

Failure to leave the premises in an acceptable condition may result in cleaning charges being deducted from the security deposit.

7. Kitchen Use

The kitchen is provided for food preparation and serving.

The Hirer is responsible for:

- washing all utensils used;
- cleaning all surfaces;
- leaving appliances switched off;
- maintaining good food hygiene.

Deep-fat frying is not permitted.

8. Food & Catering

You may:

- Bring your own food.
- Appoint your own caterers.
- Use the Centre's approved in-house caterers (from **£15 per guest**).

All caterers must comply with current UK Food Hygiene Regulations.

Food prepared or cooked off-site must be served in chafing dishes to ensure it is kept at a safe serving temperature and to help maintain food quality.

Chafing dishes are available to hire from GOAN Community Centre at £10 per dish, including fuel/lighters, subject to availability.

The Hirer is responsible for ensuring all food is prepared, transported, stored and served in accordance with current UK food hygiene and food safety regulations.

9. Alcohol

Alcohol may only be consumed or supplied where permitted by GOAN Community Centre.

Where required, the Hirer must obtain any Temporary Event Notice (TEN) or other licence required by law.

10. Decorations

The following are permitted:

- balloons
- table decorations
- removable decorations

The following are prohibited:

- nails
- screws
- staples
- drawing pins
- confetti
- glitter
- candles
- smoke machines without prior approval

11. Bouncy Castles

Bouncy castles are permitted only when:

- booked through the Centre or approved by the Centre;
- supplied by a fully insured company;
- supervised by a responsible adult throughout use.

12. Parking

There are **7 dedicated parking spaces** adjacent to the GOAN Community Centre, available on a first-come, first-served basis.

Additional parking is available on nearby public streets. Guests are advised to check local parking restrictions, permit requirements and time limits before leaving their vehicles.

Parking is entirely at the owner's risk. GOAN Community Centre accepts no responsibility for loss of, or damage to, vehicles or their contents.

13. Health & Safety

The Hirer must:

- keep all fire exits, escape routes and emergency access points clear at all times;
- not interfere with any fire safety equipment or alarms;
- familiarise themselves with the Fire Evacuation Procedures before the event begins;
- ensure all guests are made aware of the emergency exit routes in the event of an evacuation;
- report any accidents, hazards or incidents to the Centre immediately.

Fire Evacuation Procedures and the designated Muster Point are displayed throughout the Centre and must be followed in the event of an emergency.

Smoking and vaping are prohibited inside the building.

Illegal drugs and any illegal activities are strictly prohibited on the premises.

14. Noise

Music must be kept to reasonable levels.

Guests should leave quietly and respect neighbouring residents.

15. Damage

Any damage to the building, furniture, fixtures, fittings or equipment **will** be charged to the Hirer.

Repairs or replacement costs may be deducted from the security deposit.

16. Security Deposit

The £100 security deposit will normally be returned on the next working day after inspection of the premises.

Deductions may be made for:

- damage
- excessive cleaning
- missing equipment
- breach of these Terms & Conditions

17. Anti-Social Behaviour

GOAN Community Centre operates a **zero-tolerance policy** towards:

- violence
- threatening behaviour
- abusive language / hate speech
- discrimination
- illegal drug use
- criminal activity

The Centre reserves the right to terminate any event immediately where such behaviour occurs. No refund will be given.

18. CCTV

For the safety and security of all users, CCTV may operate in communal areas of the premises.

Images may be shared with the Police or other authorities where required by law.

19. Force Majeure

GOAN Community Centre shall not be liable for cancellation or interruption of a booking caused by circumstances beyond its reasonable control, including but not limited to:

- severe weather
- fire
- flood
- power failure
- utility failure
- government restrictions
- public health emergencies
- any other unforeseen event preventing use of the premises

Where possible, alternative dates or refunds will be considered at the Centre's discretion.

20. Compliance with UK Law

The Hirer agrees to comply with all applicable UK legislation, including:

- Licensing Act 2003
- Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Equality Act 2010
- Environmental Protection Act 1990
- Data Protection Act 2018 and UK GDPR (where applicable)

Hirer's Declaration

I confirm that I have read and understood these Terms & Conditions and agree to comply with them. I accept responsibility for all persons attending my event and for any loss or damage arising from my use of the premises.

Hirer's Name: _____

Signature: _____

Date: _____

Address: _____