

Hornsey Vale Community Centre: Room booking terms and conditions

Introduction

The Centre is run by Hornsey Vale Community Association (HVCA), a volunteer-led organisation. We want to provide you with a warm welcome to this community space and offer straightforward room bookings at the lowest possible cost. Our terms and conditions support us to do this.

We ask you to read this document carefully before completing the booking form; your booking received in writing/electronically will be taken as acceptance of these terms and conditions.

The organisation and/or person in whose name the booking is made will be regarded as the Hirer, and shall be liable in respect of the booking. Any change to the Hirer's details should be detailed in writing to HVCA not less than four working days before the event that is booked.

Please note when making a booking with us that, whilst we will always try to be helpful, our resources are limited and there are no on-site staff dedicated to servicing and supporting meetings/events.

The building is locked at:

- 22.30 on Saturdays
- 21.30 Sunday to Friday, so we are not a suitable venue for late night parties.

Bookings and payment

The Hirer must be aged over 18 years old. All bookings are provisional until confirmed by a member of the HVCA team.

Bookings can only be confirmed on receipt of a completed room booking form **and** payment in full, including a breakages deposit (unless agreed in writing otherwise).

We must receive full payment **two weeks** before your meeting/event.

We prefer you to pay electronically if you can, either using a debit or credit card in our office, or by bank transfer (details will be in our invoice).

Hire charges

HVCA is a charity and we want to support the thriving voluntary sector in Haringey. We give a preferential hire rate to Hirers involved in not-for-profit activity that is primarily focused on community benefit. This is called our community rate. Private functions, such as parties, are charged at a higher rate. And we have a third rate for Hirers running regular paid classes; these Hirers are invoiced in advance; we reserve the right to cancel classes if invoices are unpaid. Our very competitive rates are reviewed regularly and published on our website.

Use of our **tables and chairs** is included in our room hire fees.

The **free use of wifi** is also included for *reasonable* use by you and your guests (see separate section below.)

You can hire our **projector and screen** for an additional charge and if you pay an additional breakages deposit which is refundable.

Judging booking times

Your booking time should include the time you need to set up/clear up before and after your event.

You should arrive at the appointed time. By the end of your booking slot, the Centre should be returned to the state in which you found it (see Cleaning, below). There will often be another booking just ahead or immediately after yours.

Breakages deposit

We will ask you to pay a breakages deposit at the same time as you pay the full hire charge. This will be returnable, unless:

- There is damage to HVCA property
- The Centre is left in an unacceptable state
- The meeting/event runs over the time you booked.

The deposit payment will be:

- 50% of the hire charge for events due to finish by 8pm or for events with fewer than 60 people
- £250 for events with more than 60 people or private parties extending beyond 8pm; and/or if you book our projector.

Cancellations

If a booking has been confirmed and the Hirer then cancels, Hirers are liable for payment of charges as detailed below. Notification of cancellations should be made in writing and will be effective on the date received by HVCA. In the event of a cancellation, Hirers are liable for payment of charges as follows:

- 50% of hire charges for cancellations made within 7 days of meeting/event date
- 100% of total charges for cancellations made within 2 days of meeting/event date.

Health and safety

HVCA regards the health and safety of everyone using the Centre as a priority. It is our policy that all activities and work will be carried out in a safe manner to ensure the health, safety and welfare of our employees, volunteers and visitors. We expect you report to staff any concerns you identify with health and safety at the Centre.

The Hirer shall not use the premises for any purpose other than that described in the booking form, and no sub-hiring is allowed.

Hirers should make themselves and their groups familiar with the fire and emergency procedures at HVCA, including fire call points, fire exits and the gathering point in Stationer's Park next door.

We supply basic **first aid kits** and you should familiarise yourself with their location and contents on arrival at the Centre. There is a general first aid kit and a burns kit in the kitchen and general first aid kit in the small cupboard in the Centre's foyer.

Hirers are responsible for their own safety and should carry out their own risk assessment of their activity at the Centre. In some circumstances, where your activity is considered high risk, HVCA may request a copy of your risk assessment.

(Note: It may be difficult to make an insurance claim without a risk assessment. If you have public liability insurance, and want to make a claim because there has been an accident,

you will probably need to prove that you did everything you could reasonably have done to avoid the accident. Having a written risk assessment can help you to provide this evidence. This is only effective, however, if you stick to the decisions written in your risk assessment.)

Children should be closely supervised on site at HVCA. Children under 12 are not allowed in the kitchen. Hirers using the gym should be aware that there are wooden wall bars which could be considered a hazard. During parties where the majority of guests are under 19, we expect 1 adult per 10 young people to be on site at all times.

When **hiring bouncy castles**, we ask you to hire from a reputable company and to check they have correct health and safety certification and Public Liability Insurance. If using the Main Hall, you must inform the company that the ceiling height is 3 metres or 10 feet so the correct castle can be provided. Ensure the company provides mats around the castle and think about how you will manage the risks of children being hurt using the facility.

We do not allow the use of **dry ice machines** nor **bubble machines**. Candles risk setting off the smoke alarms and should be used away from the sensors.

As part of our event licencing arrangements, we have a policy of informing the local police in advance about any parties involving 60 or more people or where teenagers will be the majority of guests.

Whilst we welcome guide dogs and assistance dogs, other dogs are not permitted in the main spaces, beyond the Centre's foyer.

Liability and third party insurance

HVCA shall not be responsible for any loss or damage to property, or any injury which may be incurred. Any property or goods at HVCA are brought and/or left at the owner's risk and without any liability of HVCA.

Those leading classes at HVCA are expected to have adequate Public Liability Insurance and any necessary licenses, as appropriate. You will need to produce this information when requested to do so by HVCA staff.

Cleaning

The hours booked must include setting up and cleaning away afterwards (30 minutes minimum either side of the booking is usually needed for parties).

Hirers must clean up after themselves and return furniture to its original position, neatly stacked. You should be ready to leave the cleaned building with your guests by 10.30pm at the latest on a Saturday and 9.30pm on other days.

You may use HVCA's equipment and cleaning materials and our volunteer keyholder will show you where to find these. We don't expect our volunteers to clean up or to have wait around.

Cleaning is particularly important after large and children's parties. Please brush and mop floors, put all rubbish and recycling in the correct bins outside the Centre, clean the kitchen if used, and check that toilets are left as you would wish to find them.

Additional charges will be incurred if the premises are not left clean and tidy or cleaning causes you to overrun your booking time.

Wifi

We are happy to make wireless internet access available to you and your guests on a *reasonable use* basis e.g. browsing emails and websites, not for streaming and activity which takes unreasonable bandwidth.

Use of HVCA wifi (including the transmission or receiving of any material) in violation of English law is prohibited. This includes, but is not limited to, transmitting or receiving threatening or obscene material, pornographic material or material protected by trade secret.

The internet is a global electronic network and HVCA is not responsible for the accuracy, validity, legality or usefulness of information available, or any viruses and software designed to damage equipment and networks, which you may encounter while connected in Hornsey Vale.

HVCA reserves the right to remove rights of access from any visitor that does not follow these guidelines.

Catering

HVCA has a kitchen for hire. We hold a 5* Food Hygiene rating. We do not provide utensils, crockery, cutlery or pans. You will need to bring any equipment you need with you.

We do not provide catering for meetings/events. If you arrange for outside caterers to supply your event please ensure they are a Registered Food Business and ask to see their certificate. Please be prepared to share the company's contact details us on request.

If you are providing your own catering, please pay close attention to the hygiene and food preparation advice posted in the kitchen.

There is a kettle in Meeting Room 1 for Hirers of that room bringing their own refreshments.

Alcohol licenses

If you propose to sell alcohol on the premises, a license must be [attained](#) in writing or online. You will need to send us your license four working days before your event.

Responding to the climate emergency

HVCA promotes reuse and recycling in response to the climate emergency. We encourage you to use reusable or compostable cutlery, plates, food containers and waste bags, and environmentally friendly products.

Please use the recycling skip we provide to dispose of glass, plastic, paper and cardboard that you don't want to take home. The skip is in the courtyard at the front of the Centre.

We expect you to turn lights out when you leave a room, including in the toilets and changing rooms.

Decoration

Please do not stick things on our painted walls and surfaces with Sellotape or Blotack. Please do not use drawing pins except on our notice boards.

Furniture hire and storage

We can provide up to 200 black plastic chairs and 18 orange children's chairs as well as a range of adult and child-sized tables. It is your responsibility to tell us how many chairs and tables you require; often, they are out in the rooms. Should you need to hire in your own

tables, chairs and catering equipment, please note that we are unable to store them before or after your event. Please arrange delivery and collection within your booking slot.

Parking

There is no parking for cars in the forecourt, with the exception of loading and unloading, or for a single blue badge holder by prior appointment. Street parking is available or limited. There are some pay and display bays (phone payment only) allowing parking for up to one hour. Elsewhere, resident's or visitor permits are required 12-2pm on weekdays. There are four spaces on our cycle racks inside the front gates.

We encourage you to use public transport to reach the Centre where possible. Haringey station is 15 minute walk. Buses W5 and W3 run close to the Centre.

Noise and neighbours

HVCA is in a residential area and we strive to be a good neighbour. The Centre is also a multi-use building, typically shared by a range of individuals and community groups at any one time. All groups and individuals using HVCA must agree to respect other users and our neighbours.

In particular, we ask you to avoid excessive noise levels, especially after 9pm. Amplified noise carries – please ensure doors and windows are closed to avoid your music disturbing neighbours. We also ask you to prevent your guests talking loudly in the courtyard.

Smoking

We are a non-smoking building. Smoking is permitted in the courtyard. Please ensure your guests use the cigarette bins provided and that any butts are swept up and disposed of.

Secular and non-political

HVCA is a community organisation which aims to promote community cohesion and individual wellbeing. We welcome most community bookings but cannot accept bookings for:

- Events or activities which discriminate on grounds of gender, race, ethnic origin, national origin, disability, sexual orientation, religion or age in a way which creates or intensifies divisions in our community. (This does not apply to activities that seek to strengthen bonds within an equality group – such as women-only support sessions).
- Events or activities run by or for political parties, except surgeries by locally elected councillors and MPs.
- Acts of worship or any other religious group activity.
- Groups or individuals proselytizing about religion or politics.

HVCA reserves the right to refuse entry to any person, group or organisation whose activity is not in keeping with the ethos and founding objectives of HVCA.

Feedback

We hope your event is a success. If you have any feedback or comments on the Centre please email us: info@hornseyvale.org

Last reviewed and updated: February 2020