



TERMS and CONDITIONS for HIRING ROOMS at THE BONNINGTON CENTRE

The Bonnington Centre Community Association (BCCA) manages the facilities of the Bonnington Centre.

The spaces available for hire with access from 11 Vauxhall Grove, SW8 1TD are comprised of the top room, middle room, and One-to-One Therapy room.

The kitchenette, toilet, entrance hall, tables, chairs, and refrigerator are available to all hirers. Access to these facilities and resources is always shared equally by all users unless specifically agreed and contracted.

Additionally, the Café including the kitchen on the ground floor is available for Daytime Users. The whole Café is available from 9am until 4pm, but the kitchen area must be cleaned, cleared and vacated by 1pm promptly to allow access for evening cooks' preparation.

The Café seating area is wheelchair accessible. Currently the toilet and back garden seating area are unfortunately not wheelchair accessible.

Separate Rules & Conditions must be agreed for the use of the Café with BCCA. These Rules and Conditions will be prompted during the booking process.

The BCCA will not be responsible or liable for any damage to, or loss of property, articles or objects brought onto the premises during the period of hire.

The person named in the booking shall be known as 'the Hirer'.

The Hirer shall be personally responsible for ensuring that the Terms and Conditions stated below are adhered to.

All therapist and therapeutic workers are required to present proof of qualification and public liability insurance before been allowed to practice at the Centre.

All Cooks at BCCA Community Café will need to present a current Public Liability Insurance if they want to use the premises for commercial purposes.



THE HIRER AGREES:

- a. To pay the full charge for the period of hire at the time of booking using the BCCA online booking system and accept full responsibility for honouring the Terms and Conditions of the hire.
- b. To be present throughout the entire period of hire. If this is not possible a written agreement must be made and approved by the BCCA Admin before commencement of the period of Hire
- c. To ensure that:
 - On no account the fabric or structure of the building including paintwork is altered or tampered with in any way for the purposes of displaying items, blocking out light, covering windows, obstructing doors or stairways without the prior knowledge, permission, and consent of the BCCA Board of Trustees
 - No smoking or use of drugs takes place on the premises
 - No illegal substances are brought on or used on the premises
 - If tables, chairs, or other items are moved they must be put back where they came from upon completion of the Hire period
 - If the kitchenette is used the Hirer is responsible for cleaning and clearing all items used, including spaces and facilities and for the returning of any used items to their place of storage upon completion of the Hire period
 - All Hired space is left tidy and clean at the end of the period of Hire
 - Heating and lighting must be switched OFF when you depart
 - Windows of the Hired spaces are secured and locked securely upon your departure
 - Any incurred damage must be reported immediately by email and/or voice message to BCCA Admin. If this is not possible a signed note must be posted into the BCCA post-box at the front door to the centre.
 - All personal possessions or equipment's belonging to the Hirer and those associated with the Hirer's activities must be removed from the Centre premises at



the end of the period of Hire. Any items found in the Centre after the period of Hire will be removed and disposed of, if not claimed within 72 hours.

- d. To ensure that the premises are not used for any purpose other than the activity/s stated in the Hire Agreement.
- e. To ensure that members of the BCCA Management or staff of the BCCA always have access to all areas on the premises during the period of Hire.
- f. To accept full responsibility for and to indemnify the BCCA against all costs, charges and claims in respect of injury to any person using the premises except such as may be caused by the negligence of the BCCA or its staff or agents.
- g. To compensate the BCCA for any damage caused during the period of Hire or because of any breach of this agreement to the building or to any apparatus, chattels or appliances belonging to the BCCA or its staff.
- h. To compensate the BCCA or any member of its staff should theft of property of the BCCA, or any staff member occur during the period of Hire.
- i. To ensure that the fire apparatus on the premises is not tampered with, damaged, or removed.
- j. To ensure that at no time during the period of Hire is access to emergency exits obstructed.
- k. To ensure that all persons associated with the hirer's period of hire are made aware of the whereabouts of fire appliances and how to access emergency exits.
- l. To take all proper precautions for the prevention of accidents to any persons on the premises during the period of hire.
- m. To respect the stated maximum capacity of the Hired space
- n. To ensure that clients of the hirer do not intrude on or hinder the activities of other hirers using the centre during the times of hire.
- o. To ensure that all music, sound amplification and playing of instruments ceases by 11pm.

**BONNINGTON CENTRE
COMMUNITY ASSOCIATION**

*Including
Bonnington Centre Community Café
& Fourth World Arts*



Contact: BCCA Admin
11 Vauxhall Grove, London SW8 1TD
www.bonningtoncentre.org
Email: bcca@btinternet.com
Tel: +44 (0)207 820 7466
Company No. 3252048

- p. To ensure that noise levels during arrival and departure of people attending the premises does not cause a nuisance or inconvenience to other Centre users and occupiers or to neighbouring properties.
- q. To ensure the completion of all Hirer activities allows for sufficient time to vacate the hired space punctually according to agreed schedule and to prevent delay to the next hirer.
- r. To ensure that all noise, music, and the playing of instruments are kept within the levels set by the local authority. Details can be found on www.lambeth.gov.uk
- s. To ensure than no announcement or advertising of the Hirers event is made public before payment in full is made for the period of hire.
- t. BCCA do not authorise or accept responsibility for any of its employees or volunteers to assist the hirer in the organisation of any function held on the premises or to accept responsibility for the safe custody of any money or goods.
- u. To ensure that the premises are not used for gambling or the sale of alcohol.
- v. To manage directly their clients' cancellation. The BCCA online booking system allows the hirer to cancel their bookings up to 168 hours (7 days) before the start time.

By checking the box, I understand, acknowledge, and agree to ALL OF THE ABOVE GIVEN TERMS AND CONDITIONS and accept that this Hire Agreement may be terminated immediately if any of the conditions are contravened.