

**BONNINGTON CENTRE
COMMUNITY ASSOCIATION**
INCLUDING THE COMMUNITY CAFÉ & 4TH WORLD ARTS

Bonnington Centre Community Association
Company Ltd by Guarantee No: 3252048
11 Vauxhall Grove, London SW8 1TD
Email: centreadmin@bonningtoncentre.org
Website: <https://bonningtoncentre.org/>



TERMS and CONDITIONS for HIRING ROOMS

The spaces available for hire at 11 Vauxhall Grove, SW8 1TD are:

- Top room
- Middle room
- One-to-One Room
- Café (except for times it is in use as a restaurant/café open to the public)

The first floor kitchenette, toilet, and entrance hall, are available to all hirers. The café kitchen is not available and is completely off limits to room hirers.

The Café and patio are wheelchair accessible. Currently the café toilet is not wheelchair accessible, but grab rails are installed outside the door and inside. All other spaces are upstairs and are not wheelchair accessible.

All therapists, instructors/teachers and therapeutic workers are required to present proof of qualification and public liability insurance before being allowed to practice at the Centre.

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 BCCA does 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.

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.

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 these Terms and Conditions.
- 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:
 - The fabric or structure of the building including paintwork is not 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 and permission of the BCCA Management
 - Any incurred damage must be reported immediately by email and/or voice message to BCCA Admin.
 - 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 will be put back where they came from at the end of the Hire period
 - If the kitchenette is used all items and facilities used will be cleaned and put away at the end of the Hire period
 - No food or drink is to be left on the premises at the end of the hire, including in the refrigerator.
 - All Hired space is left tidy and clean at the end of the Hire period
 - Heating and lighting are switched OFF at the end of the Hire period
 - Windows and doors are closed at the end of the Hire period
 - All personal possessions or equipment's belonging to the Hirer and those associated with the Hirer's activities are 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 entered in the booking system. .

- e. To ensure that BCCA Management or staff 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 because of any breach of this agreement to the building or to any apparatus, furnishings, equipment 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 comply with 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 period of hire.
- o. To ensure that all music, sound amplification and playing of instruments ceases by 10 pm.
- 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 that no announcement or advertising of the Hirers event is made public before payment in full is made for the period of hire.
- t. To ensure that the premises are not used for gambling or the sale of alcohol.
- u. If cancelling a booking, to use the BCCA's online booking system. This 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.