

STANDARD CONDITIONS OF HIRE

THE HIRER shall ensure that the Standard Conditions of Hire govern the use of the Community Centre supplied to him/her are complied with.

Riverside London Community Centre

1. Cancellation and Nonattendance:

- a. All cancellations must be made by email to CommunityCentres@riverside.org.uk
- b. If THE HIRER cancels the booking 7 working days prior to the event there will be no charge.
- c. If THE HIRER cancels the booking 7 to 5 working days prior to the event, then 50% of the room hire cost will be invoiced and must be paid.
- d. If THE HIRER cancels the booking 4 to 2 working day(s) prior to the event, then 75% of the room hire cost will be invoiced and must be paid.
- e. If THE HIRER cancels the booking less than 2 working days prior to the event, then 100% of the room hire cost will be invoiced and must be paid.
- f. If this agreement is terminated by London Community Centres Team, there will be no charge.

2. Health & Safety:

- a. THE HIRER shall take all reasonable precautions to ensure that safety of people attending the centre during the hire period.
- b. THE HIRER is responsible for taking a register off attendees. In the event of an emergency evacuation, THE HIRER will ensure they, or a responsible person will take the register to the emergency evacuation point and complete a roll call.
- c. All children must be always supervised by an adult.
- d. Please note – All food must be prepared and served at a good hygiene standard.
- e. THE HIRER shall be responsible for supervision of the premises, protection of the fabric and contents and safety from damage during the period of hiring. This includes proper supervision of car-parking arrangements to avoid obstruction of the highway.
- f. THE HIRER shall not sub-let or use the premises for any unlawful purposes such as, do anything unlawful or bring unlawful items which may bring Riverside in

disrepute or endanger the premises, the users, or any insurance policies relating thereto.

- g. The centre has a non-smoking policy throughout; it is the responsibility of THE HIRER to ensure that this is followed.
- h. **Alcohol:** Please note we are not able to agree to alcohol being served or sold on the premises.

Regulatory licenses:

- i. THE HIRER shall be responsible for obtaining any licenses as necessary in connection with the booking, other than those already held by Riverside.
- j. THE HIRER shall be responsible for the observance of all regulations pertaining to the premises stipulated by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.

3. Insurance and Liability:

- a. THE HIRER shall be responsible to Riverside for the cost of repair of any damage done to any part of the property because of the hirer's action or inaction during the period of hire.
- b. THE HIRER shall be responsible for insuring against any third-party claims which may lie against him/her and or organisation whilst using the Community Centre.
- c. Riverside and the management of its community centre is insured against claims arising out of its own negligence only.

4. Catering:

- a. The Centre does not offer a catered service, THE HIRER can use their own caterer or use the Centre's preferred caterer.
- b. THE HIRER should check any hygiene certificate before supplying the food if external caterers are used.
- c. If the food is not brought and prepared by external caterers, it is the responsibility of THE HIRER to ensure best practice of hygiene standards are followed.

5. Kitchen Regulations

- 1. No children are permitted in the kitchen.
- 2. The kitchen must not be left unattended whilst the kettle or the oven is in use.
- 3. The kitchen may be used for basic food and drink preparation only.

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4. No metallic objects, plates, dishes etc. are to be used in the microwave oven.
5. The kitchen sink is to be used for washing of crockery, cutlery, food and hands only. You are reminded that you should wash your hands before and after the preparation of any food.
6. The fryers and freezer are not to be used under any circumstances.
7. Where a dish washer is provided this should be used only for crockery and cutlery.
8. All work surfaces should be washed before and after the preparation of any food.
9. If there is any spillage on the kitchen floor, it must be mopped immediately to prevent anyone slipping and having an accident.
10. No items should be placed on the kitchen floor, as could be a trip hazard for persons using the kitchen.
11. All refuse is to be secured in dustbin liners and removed from the kitchen area and placed in the refuse bins outside of the centre.
12. Please follow hygiene best practice and ensure all cuts are covered with blue plasters.
13. The kitchen is to be left in the state that it was found in, no food, bottles, glasses or rubbish is to remain on the premises after the event.

6. Noise

1. All bookings must end by 9.30pm (Mondays to Thursdays), 10.00pm (Fridays and Saturdays) and 9.30pm (Sundays). You must ensure that members of your group/Guests leave the premises quietly in the evening.

8. Fire safety

1. The Hirer must ensure they are familiar with the Fire Risk Assessment (FRA) for the building and the evacuation strategy: Simultaneous evacuation in the event of a fire or fire alarm activation
2. The Hirer must ensure they are aware of the locations of all fire exits within the centre and the external assembly point.
3. The Hirer must ensure that specific individuals present for the event are nominated to assist with an evacuation.
5. For regularly scheduled events, the Hirer must ensure that at least 1 fire drill is undertaken every 6 months or 12 recurring events, whichever is the sooner.

10. Payment

1. All invoices must be settled within 30 days of issue.
2. **To make your Hall Hire Credit card payment:**

Schedule a Call

Please arrange a convenient date and time for a member of our Community Centre team to contact you via a secure phone line.

Prepare Your Payment Details

Have your card details ready at the time of the call. Our team will process your payment using a secure payment system.

After Payment is Complete

A payment receipt will be emailed to you.

You will then receive access details for the Centre.