

Brixton Unitarian Church
63 Effra Road, London, SW2 1BZ

Minister Emeritus: Julian Smith, FRSA
Administrator: Susan Young; youngsue102@gmail.com

Brixton Unitarian Church
Effra Road Chapel
Founded 1839



IN AN EMERGENCY OR REAL URGENCY ONLY **TEXT:** 07538600970

HALL HIRE BOOKING FORM

1. B E T W E E N

(1) The Trustees, Brixton Unitarian Church

-and-

(2) The Hirer / Authorised Representative *: See Signatories at end of form

Any Corporate / Group Name: _____

* Tick:

Passport / Driving Licence seen:

Address confirmed by bank statement / utility bill (less than 3 months old):

Copies attached:

2. THE BOOKING

(1) Booking Form Version 1 10.05.22

(2) 'Hall' including: kitchen and passageway to the toilets and Hall front door; vestry and Chapel where made available; and such adjoining premises, carpark and grounds in terms of their safety and welfare during hire periods as set-out below.

(3) No parking save via *JustPark* and *Your Parking Space* under SW2 1BZ (Effra Road Chapel). See further at 3 (20) (a) below.

(4) Purpose of Hire:

(5) Day/s: Time/s: One off Date / Start Date: £ / pcm

(6) Deposit: _____

(7) Total: _____

3. TERMS & CONDITIONS

(1): 2 (7) to be paid not later than _____

(2) to

Brixton Unitarian Church
HSBC

40-06-32
701832288

(3) and the sum of _____
on the 26th of each month thereafter commencing _____

(4) Capacity

The Hirer shall not allow the maximum capacity of the Hall of 75 persons to be exceeded.

(5) Use

The Hirer shall not allow:

- (a) the Hall to be used for any purpose other than that described at 2 (4) above.
- (b) anything in the Hall which may endanger the same or render invalid any insurance policies in respect thereof and the adjoining Chapel premises;
- (c) any equipment, goods or other materials to be left in the Hall without the written agreement of the Trustees and any so left will be left at the risk of the hirer.

(6) Licences

The Hirer shall ensure that they have all permits, consents, licences, permissions, certificates, authorizations and approvals whether of a public or private nature which shall be required by any authority or person in respect of the event.

(7) Health & Safety

The Hirer shall:

- (a) comply with all requests of the Trustees in this regard;
- (b) be responsible for the health and safety of all those using the Hall during their hire thereof;
- (c) carry out a risk assessment for each event;
- (d) ensure they have a mobile telephone to call emergency services if necessary;
- (e) ensure they have and are familiar with:
 - (* fire alarm points;
 - (* fire evacuation procedures, routes, refuge points and assembly points;
 - (* the location of the first aid kit;
 - (* the location of the accident report book;
- (f) and ensure:
 - (* unobstructed access and regress is maintained to all emergency exits in the Hall;
 - (* fire doors in the Hall are not propped or left open at any time;
 - (* familiarize visitors with the position of fire alarm points, fire evacuation routes, fire refuge points and fire assembly points;

- (*) appoint fire wardens who are trained in emergency procedures;
- (*) carry out regular practice evacuations to highlight concerns and make any real evacuation that more effective.

(8) Electrical Appliances

The Hirer shall ensure:

- (a) no supplementary heating appliances are used in the Hall;
- (b) not more than two electrical appliances are plugged into any double adapter / extension lead or otherwise overload the electrical circuits;
- (c) all such devices are PAT tested and approved by the Trustees in advance.

(9) Alterations / decorations

The Hirer shall not make any alterations or decorations to the Hall without the Trustees' prior written consent.

(10) Food & Drink

- (a) The Hirer must not prepare or provide food and drink on the premises without the written consent of the Trustees.
- (b) Where food or drink is to be supplied to the public the Hirer or caterer must hold a Basic Food Hygiene Certificate.
- (c) The Hirer shall if preparing, serving or selling food observe all relevant food and hygiene legislation and regulations.
- (d) If the Hirer wishes to use caterers in the Hall, the Hirer must ensure that the caterers comply with all health and hygiene legislation and regulations.

(11) General Regulations

- (a) The Hirer must ensure that no goods which are illegal, counterfeit, dangerous or deemed to be of an offensive or inappropriate nature (as determined at the absolute discretion of the Trustees) are displayed or offered for sale.
- (b) Any items deemed to be of an offensive or inappropriate nature by the Trustees shall be removed from display or sale immediately on the request of the Trustees.
- (c) The Hirer shall ensure there is no smoking and/or vaping in the Hall.
- (d) The Hirer shall ensure that, on departure after each hire, all the Hall's heaters and appliances are switched off and unplugged, all windows and doors closed (and locked where appropriate), and the alarm is working and switched on.

(12) Nuisance

- (a) The Hirer must not do or allow anyone attending their hiring to do anything in the Hall which is or may become a nuisance to other users of the premises or to the occupiers of adjoining or neighbouring premises.

(b) The Hirer shall be responsible for requiring any person causing such a nuisance to leave the Hall ASAP.

(13) Children

The Hirer shall ensure that:

(a) where an event involves activities aimed predominantly at children, they have appropriate child protection policies and procedures in place;

(b) no person under 16 years of age enters the kitchen.

(14) Confirmation, Cancellation, Vacating, Cleanliness & Tidiness

(a) The booking will be confirmed on acceptance of the booking by the Trustees.

(b) The Trustees reserve the right to cancel any booking for any reason. Where a booking is cancelled by the Trustees, the Trustees shall incur no liability to the Hirer whatsoever.

(c) The Hirer shall ensure that the Hall is vacated at the end of each hire period.

(d) The Hirer shall ensure the Hall is in a clean and tidy condition and all equipment, goods and other materials including rubbish are removed from the Hall at the end of each hire period; it being understood that the Trustees have no responsibility and liability for any items left behind.

(15) Insurance

(a) The Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Hall and shall indemnify the Trustees from and against any expense, liability, loss, claim or proceedings, including claims for personal injury to or the death of any person whatsoever arising out of the course of or caused as a result of the hire, except where due to the negligence of the Trustees or their respective servants or agents.

(b) The Hirer shall maintain Public Liability Insurance in the sum of not less than £5,000,000, in place for the use of the Hall during the Period of the Hire, a copy of which shall be provided to the Trustees at least 10 working days in advance of the first hire period hereunder.

We have our insurance as 'Brixton Unitarian Church' via Edwards Insurance Brokers 01564 730 900 unitarian@edwardsinsurance.co.uk www.edwardsinsurance.co.uk. You can use them too to ensure we're both covered. Please forward this booking form to them.

(16) Data Protection

Personal data supplied will be held and used only in accordance with the prevailing data protection legislation.

(17) Care of Hall & Equipment

(a) The Hirer shall ensure no damage is caused or permitted to be caused to the Hall or any equipment or fittings during each hire period.

(b) The Hirer shall be responsible for any damage caused or permitted to be caused to the Hall or any equipment or fittings during the hire period.

(18) Loss & Damage

The Venue shall not be liable for any death, injury, loss or damage however so caused to the Hirer, persons using the Premises and/or to their property except for death or personal injury or damage to property caused by negligence on the part of the Trustees or their employees or agents; or any matter in respect of which it would be unlawful for the Trustees to exclude or restrict liability.

(19) Advertising

(a) No advertising shall be displayed at the Hall without the written permission of the Trustees.

(b) Any artwork or other advertising for the event must be approved by the Trustees.

(20) Other Terms

(a) No carparking comes with the hire. The spaces to the rear of the Hall are for the use of the Church's residential tenants; those at the front (which are not even reserved for Church members and the Minister) are all let on an hourly rate etc via *JustPark* and *Your Parking Space* online which revenue supports the Chapel and subsidises your hall hire. **Any use of these spaces by you or your members and guests will cause immediate and significant disruption (even if the carpark is empty it can fill-up within minutes)** to our residents, customers and staff unless booked via *JustPark* and *Your Parking Space*. **However, there is often a place available on-site at short notice via *JustPark*, and a competitively priced one is almost guaranteed with a booking in reasonable advance. Regular bookings are available.**

(b) The Trustees may from time to time amend or add to the terms and conditions in writing.

(c) The Hirer shall ensure that their event/hire complies with all relevant legislation and regulations.

(d) If any provision of this agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this agreement shall remain in force and effect, and such invalid or unenforceable provisions or portion thereof shall be deemed omitted.

(e) No term of this agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to this agreement, but this does not affect any right or remedy of a third party which exists or is available apart from under this Act.

(f) This agreement will be governed by and interpreted in accordance with the laws of England and the English courts shall have exclusive jurisdiction with respect to any dispute arising under this agreement.

(g) The Hirer shall not share the door access code, keys or alarm code to the Hall with any other person.

(h) The Hirer shall not attend the Hall outside the hire period without the advance written consent of the Trustees.

(i) The Hirer shall ensure that nappies, sanitary towels and baby wipes are not flushed down the toilets, which has caused repeated plumbing problems, but are placed in the bins provided in the toilets and are taken away at the end of each booking.

(j) The Hirer shall ensure that cooking oil and other fats are not flushed down the toilets or sinks either, causing repeated plumbing problems.

4. SIGNATORIES

For the Trustees:

Title & Full Name (Block Capitals)

Signature

POSITION (Circle):

*Minister / Administrator / Designated Trustee **ONLY***

Hirer:

Title & Full Name (Block Capitals)

Signature

Address Including Postcode (Block Capitals)

5. DATE
