Terms & Conditions of Hire

Note

Within this document:

1. "us" and "our" refers to Lambeth Elfrida Rathbone Society Ltd, more commonly referred to as 'Rathbone', and its management, staff and other representatives
2. "Building" refers to the entire site located at *Central Hill Estate, Lunham Road, London, SE19 1AA*
3. "Premises" refers to the agreed hire space/room within the "Building"
4. "working day" is a week day other than a bank holiday

Covid-19 Safety Measures

The named person for the organisation will be responsible for ensuring that throughout the booked session, any Covid-19 safety measures that still remain in place, are adhered to. Please take any current restrictions into account (e.g.: Movement & Contact Activities, Social Distancing etc.), before hiring one of our rooms. *(Please refer to Appendix One to view our Covid-19 Risk Assessment*)

Booking the "Premises"

1. Bookings can be made either by telephoning *Central Hill Estate* Office on 020 8766 9280, or by visiting our website https://rathbonesociety.org.uk
2. In order to secure a booking, payment of a refundable £50/£150 deposit needs to be made by bank transfer, to Lambeth Elfrida Rathbone Society's nominated account, and a booking form needs to be completed. A confirmation email, via the Hallmaster system, formally validating the "Premises" hire between both parties, will then be sent.
3. Where the "Hirer" or named person needs to provide a service to the public, a copy of their Public Liability Insurance Certificate must be provided.

Using the "Premises"

1. The "Hirer" or named person(s) are obliged to comply with local by-laws and other legislation relating to; Noise and the Environment, Health & Safety, Fire Regulations and any Building Management Regulations.
2. The "Hirer" or named person(s) are obliged to produce a national accreditation Insurance Certificate, if running any tutored activities on the "Premises".
3. The "Hirer" or named person(s) will be asked to sign a checklist on behalf of their organisation, before and after the hire session. *(Please refer to the attached Checklist)*

4. The “Hirer” or named person(s) are only permitted to use the agreed “Premises” within the “Building”.
5. The “Hirer” or named person(s) on the booking form, must remain on the premises for the entire duration of the booking, and is asked to keep an attendance sheet, in case an emergency evacuation is necessary.
6. In the event that the “Premises” are left in an unsatisfactory condition, the security deposit will be retained by “us”, the customer may be required to vacate the “Building” forthwith, and the customer will be charged in full for the “Premises” hired.
7. The” Hirer” or named person(s) will be held liable for any damage caused, through their actions or through any negligent failure to act on their part.
8. The “Building” has a strict non-smoking policy. Naked flames are not permitted anywhere within the “Building”
9. The “Building” has a strict no alcohol and no drugs policy.
10. There is a complete prohibition on the playing of amplified music in the building after 8 pm.
11. The “Hirer” or named person(s) will not have access to any keys, either external or internal, unless by prior arrangement with the Rathbone’s Management Team.
12. ”Rathbone” reserves the right to enter hired “Premises” in the event of urgent building control issues arising
13. The “Hirer” or named person(s) are reminded that bookings are for an agreed time period only. Any overrun of bookings will be charged at the appropriate rate, in order to cover staffing and admin costs.

Payment Structures

1. For One-off bookings e.g.: Children’s Party, full payment is required, a minimum of 5 working days in advance of the booking commencing, including an additional £50 refundable deposit for small spaces bookings and £150 refundable deposit for big spaces bookings.
2. Regular Bookings need to be paid in full, a minimum of 5 working days in advance, including an additional £50/£150 refundable deposit.
3. For “Block” bookings please see the attached *Price List*. A full payment is required, a minimum of 5 working days in advance of the booking commencing, including an additional £50/£150 refundable deposit.
4. For ‘Day Rate’ bookings (a minimum of 6 continuous hours), please see the attached *Price List*. A full payment is required, a minimum of 5 working days in advance of the booking commencing, including an additional £50/£150 refundable deposit.
5. The “Hirer” or named person(s) need to make advance deposit payment either in person by card (refundable within 3 days of booking) or via BACS (refundable on the 15th of the month) –Please note deposit payments must be completed prior to finalising and confirming the booking.
    i) It is “Hirer’s responsibility to contact “Building” to schedule a time for the face-to-face deposit payment. All arrangements must be made within a reasonable timeframe to ensure availability and booking confirmation.

Payment Details

For regular monthly payments, we will accept payment by bank transfer or by standing order into the nominated account:

Account Name: Rathbone Old Library

Sort Code: 40-52-40

Account Number: 00023692

Reference: "Hirer" name/Premises/Date of Hire

Cancellations

1. A minimum of 5 "working days" notice is required for cancellations
2. 25% of the full booking cost is chargeable for cancellations with 6-10 "working days" prior notice
3. 50% of full booking cost is chargeable for cancellations with 1-5 "working days" prior notice
4. 100% of full booking cost is chargeable for cancellations with notice period of 1 "working day" or less
5. In the unlikely event that a booking is made and has been paid for in full, but then for reasons outside "our" reasonable control, we are unable to honour the booking, the "Hirer" is entitled to a full refund, but is not be entitled to any compensation or other remedy. In such circumstances we will try to offer alternative "Premises where possible

Signature

I the undersigned agree to all the terms and conditions of hire and will accept responsibility in the event that they are breached.

Name:
Organisation:
Signature:
Date:

Please return completed forms to:

Email: c.king@rathbonesociety.org.uk

Address: Vanessa Ukonu, *Central Hill Estate*, *Lunham Road, London, SE19 1AA*

Tel: 020 8766 9280