



Actions			Notes
1	Check Availability	Calendar and Diary	
2	Find out the theme and audience of event	Use discretion to accept bookings (no alcohol if teenage party without adult supervision) Minimum ratio for children parties is 1 adult per 4 children and run up to 10.30pm	No teenage parties as a rule. Exceptions may occur depending on circumstances and references given.
3	Client to fill in form 1	Times, spaces required and equipment.	
4	Staff to fill in form 2	Staff to fill in total cost and spaces required.	
5	Music Equipment	The Centre Music Equipment is available for a fee of £80	The Centre reserves the right to refuse the use of heavy sound equipment on its premises.
6	Parking	The PARKING of vehicle on this section of the road has double lines	No PARKING ON THE Yellow Lines
7	Closing Time	THE CENTRE CLOSSES AT 23:00 hours: Sorry no extension	All events/booking SHALL FINISH at 23:00 hours

Hall Hire Fees		Notes
Main Hall	£70 per hour	To 23:00 hours (1 hour set up & 1 hour clear up)
Security Deposit	£150 per day	Against misuse of the facilities, damages, cleaning and any undue disturbance to residents by you and or your guest/s. ECAS has the right to withhold all or part of this amount in the event of any of the above, etc. We will return any money owed to you within 5 working days after the event.
Care taking cost	£60 per day	Up to 23:00 hours pm
Door Staff/Steward	£60 per session	Independent door staff are externally provided and door staff must be introduced to the caretaker and the person responsible for the booking

Elimhouse Community Association Southwark
86 – 88 Bellenden Road, Peckham, London, SE15 4RQ
Tel: 0207 3589502 E-mail: contact@elimhousedaycentre.org.uk
Website: www.elimhousedaycentre.org.uk
A Registered CIO with Charity Number: 1161422



PLEASE NOTE THAT DEPOSITS AGAINST DAMAGES, CLEANING, MUSIC SYSTEM AND HANDLING MUST BE PAID IN CASH, WHERE THERE ARE NO DAMAGES, NEED FOR CLEANING OR EQUIPMENT PUT BACK IN ORIGINAL POSITION THESE DEPOSITS WILL BE RETURNED IN FULL ON THE FOLLOWING WORKING DAY.

THE ORGANISATION RESERVES THE RIGHT TO WITHHOLD ALL OR PART OF THE DEPOSIT WHERE THE CENTRE WAS NOT LEFT IN A CLEAN STATE, IF THERE ARE DAMAGES, MISUSE OF CENTRE FACILITIES OR IT'S EQUIPMENT.

DEPOSITS MUST BE PAID 10 DAYS IN ADVANCE OF YOUR EVENT/ACTIVITY.

Where this is a regular use and the fees are set by agreement between the user group and the Centre subject to annual reviews. In this case the agreed fee is £60 per hour.

Use this space to note any special requirement/s or relevant comment/s:

AGREEMENT FOR PREMISES USE BY HIRER

1. ***Where provided***, the named hirer must report to the caretaker on the day of the event prior to any guests 'arrival and entering the premises. The hirer shall provide receipt and signed letting agreement on arrival...
2. The named hirer **MUST** be on site throughout the event. Where this is unavoidable the named hirer **MUST** nominate a representative and report this to the caretaker for the period he/she will be away and must report to the caretaker when he/she returns. ***If for good reasons the hirer is not able to attend the event he/she must get prior authorisation from the Centre Manager for another responsible person to act on his/her behalf.***
3. Be advised that this building is a **NO SMOKING BUILDING**
4. A non-returnable deposit of £50 is payable to secure each booking. This deposit must be paid on booking date and it will be deducted from outstanding fees.
5. The hirer is responsible for moving, setting up for their event and where the Centre furniture is moved, ***you must put them back and leave the Centre as it was and in a safe and tidy condition.***
6. Deposit against damage, none cleaning and equipment of £150 must be paid at least 5 days BEFORE the event starts. **The organisation reserves the right to withhold ALL or part of the security deposit in the event of any damages, none cleaning, putting back furniture, or any other misuse by the hirer or his/her guests.**
7. Where the security deposit does not cover damage(s) caused by you or your guests, the organisation reserves the right to employ any legal option to ensure that the hirer make good such damage(s).
8. All areas used must be left clean and in a fit state for the next user/group including the entrance forecourt, car park, bin area, back garden and toilets.



9. All rubbish and waste must be placed in bin bags and placed in the large refuse bins in the car park area.
10. Recyclable items must be stacked neatly by the Green Bin. The Organisation reserves the right to charge for the clearing away of excess waste.
11. The mops, brooms and vacuum cleaner and cleaning material are kept in the cupboard under the stairs near the front entrance. Ask the caretaker if you need further information.
12. The premises shall not be used for any activity(s) or service that contravenes with the UK Common Law, or any prohibited regulation(s). ***Where alcoholic beverages are being served the hirer MUST provide the Day Centre (Centre Manager) with a copy of the current and appropriate licence from the local authority/court; at least 5 days before the event is to take place.***
13. The responsibility for security, supervision and insurance are that of the hirer. The organisation reserves the right, at its' discretion, to ensure that the hirer provides a minimum level of identifiable stewards throughout each event.
14. The hirer must ensure that the noise nuisance control is in operation at all times when loud and/or amplified music is being played. He/she must provide supervision for people entering/leaving the premises.
15. People attending the event must not congregate and hang about in front of the building and must leave the area quietly at all times. ***In particular events must end by 23:00 hours. Music must end by 23:00 hours promptly, clear up and evacuate the Centre by midnight.***
16. ECAS reserves absolute right to restrict and refuse the use of heavy and loud public address and sound systems, where it is likely that the playing of such equipment will result in noise escaping from inside the building.
17. Cars parked outside the premise must not obstruct the carriageway or the pavement of residents' garages/driveway.
18. The playing of car radio or any other noisy activity/s by hirer, guest or people attracted to your event must be discouraged. Where such nuisance continues could result in the curtailing of the event.
19. If for any unavoidable reason the hirer has to be off the premises or otherwise engaged during the event or the period of the booking the second responsible contact is available to be in charge.

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20. Notwithstanding the above, Elimhouse Community Association Southwark (ECAS) reserves the right to terminate use of these facilities for any breach/s of the above condition/s and or what any action/s or behaviour/s ECAS feels is/are just and reasonable cause for terminating use of these facilities. If for any reason ECAS lease agreement with Southwark Council is terminated all User Group Agreement and of hall booking arrangements ends forthwith.