



BLenheim GARDENS RESIDENT MANAGEMENT ORGANISATION LIMITED

Letting Conditions – Blenheim Gardens Community Hub

General:

- All users must act with courtesy to the Blenheim Gardens Estate community and staff members of the RMO at all time
- No smoking is allowed in any part of the venue. There are signed designated smoking areas outside the premises
- No drugs are to be consumed on the premises. Any persons found to be consuming a banned substance will be banned from using the venue and reported to the Police
- No goods are to be sold from the venue
- The sale of Alcoholic drinks is not permitted in or in the vicinity of the venue
- No foul or abusive language will be used in the venue at anytime
- All users of the venue should avoid undue noise on arrival and departure
- Hirers and organisers of events in venue are responsible for ensuring that the noise level of their functions is such that it does not interfere with other activities within the building nor causes inconvenience for the occupiers of nearby houses and property
- The Hirers shall not do, or permit, nor suffer to be done on the premises or within the cartilage of its boundaries including the car park, paths and surrounds anything which may invalidate the insurance of the premises or increase the premium of such insurance and/or which may cause a noise or be of annoyance to the general public or occupiers of surrounding properties.
- Persons hiring the premises will be held liable for any damage to buildings, furniture or other property that is caused due to this hiring/using, and a claim for repair or replacement of such buildings, furniture or other property will be made. Please report all damage to the RMO office.

Mission Statement: “Building a greener, safer and a more prosperous future with the community we serve”

24 Prague Place, Blenheim Gardens Estate, London SW2 5ED

Phone: 020 7926 0158 **Fax:** 020 8678 7021 **Email:** blenheimgardens@lambeth.gov.uk **Web:** www.bgrmo.org.uk

Registered as an Industrial & Provident Society Registration Number 29030R; VAT Number: 773 9166 89



- The Hirer/ users will comply with the RMO's Email and Internet Policy while using the venue.

Operational hours:

- The venue will open no earlier than 8.30 am and close no later than 10.00 PM on any given evening unless otherwise agreed with the RMO

Group size:

- No group should exceed the numbers as laid down by the RMO Fire Officer which are: 25 persons at anyone time.

Insurance:

- This is the responsibility of the venue user. The RMO will need to see evidence and approve the insurance before use of the hall is granted.

Health and Safety:

- Hirers must comply with any instruction of RMO relating to the security, maintenance, good order and Health and Safety of the Hub.
- All accidents must be recorded in the Accident Book which will be held in the Kitchen area with the First Aid Box and Fire Blanket.
- Hirers/Users will ensure adequate risk assessments are undertaken for all users and uses of the venue.
- Hirers/Users will not, without the consent of RMO, introduce equipment, alter fixed installations, alter or remove fire and safety equipment, or otherwise take any action which may create a hazard for persons using the Premises.
- It is the Hirer/User responsibility to ensure that all equipment brought into the premises meets current safety regulations. The RMO cannot be held responsible for any accident that involves any equipment the Hirer/User or his/her Agent has brought onto the premises.
- The Hirer/User must advise the RMO at the time of Booking of any equipment he/she or their Agent intends to bring onto the premises. The RMO accepts no responsibility whatsoever for theft of damage to equipment used in this venue.
- The Hirer and group leaders must familiarise themselves with the Fire Proceedings on arrival at premises
- The Hirer is responsible for First Aid, Fire Safety, including evacuation to designated areas, and the security of the premises. Fire exits must not be locked or obstructed. Regular user groups are to nominate a key holder who will take responsibility for all activities under the name of that group.

- That person will be given a key to keep and this will be signed for. They will also be the nominated person for setting the Alarm and reporting any incidents.
- Hirers/Users will ensure all aspects of the Health and Safety at work Regulations 1974 are adhered too at all times

Utilities:

- The cost of using the utilities such as lighting and heating in the hall have been incorporated the halls letting charge. However, these any or both of these are left on after the closure of the hall, the deposit will not be refunded but instead this will be offset against the utility charge.

Indemnification:

The Hirers shall indemnify the RMO against:

- All claims, demands, actions or proceedings and any loss, damage or injury.
- Any act, neglect, default or omission of the Hirer, his agents or servants.
- All claims, demands, actions or proceedings in respect of the death or injury howsoever and by whomsoever caused of or to any person which shall occur or arise from any accident or occurrence which shall happen while such person is on or upon any part of the premises or its environs during the period of hire or in respect of any loss or damage suffered or sustained by any person in consequence of any such death or injury.

Working with Children:

- All groups involving children must submit their Child Protection Policy to the RMO at the time of booking.
- The hirer must ensure that the correct ratio of adult leaders to children is maintained at all times.
- The hirer must provide the RMO with a copy of the CRB checks. The RMO also reserve the right to see the Disclosure Documents at any time.
- All hirers are to comply with the rules, regulations and conditions set out in the Children Act 1989.

Storage:

- There is limited storage facility available for users. Use of this storage facility is subject to separate negotiation with the RMO.

Signage:

- No signage or posters are to be erected internally or external to the building. Notices and decorations may only be affixed to designated notice boards. Only internal decorations approved by the prior consent of the RMO may be used in conjunction with totally non-damaging fixings.

House keeping:

- It is the responsibility of the Hirers/users to ensure that all lights and electrical appliances are switched off and all equipment and kitchen facilities are properly cleaned prior to vacating the premises.
- Litter, rubbish and all waste must not be left in or about the premises and grounds; all rubbish must be removed and placed in appropriate waste containers at the end of any function or event. No perishable foods are to be left on the premises. If the premises are left in a condition where rubbish or litter needs to be cleared by staff, the user group will be charged for the clearance or in the case of single hirers all or part of the deposit will be forfeited.
- All use of the hub premises and facilities is subject to the users accepting responsibility, for returning furniture and equipment to their original placing and to leaving the premises and grounds in a clean and tidy condition. This will include sweeping up, hovering and wiping surfaces as necessary. If the premises and grounds are not left in a satisfactory condition, regular user groups will be charged staff time to bring the premises up to the required standard or in the case of a single hirers the deposit will be forfeit

Security:

- It is the responsibility of the Hirer/users to ensure that all external doors are locked and securely fastened. On exiting the premises the alarm code should be set. Hirers/users will receive this code on booking. The code number is not to be divulged to any other person, and will be changed regularly.
- The RMO do not accept any responsibility whatsoever for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending the venue.
- The Alarm will need to be activated on leaving the venue.

Animals:

- No animals are allowed on the premises, except in the case of trained assistance dogs for the blind or visual impaired.

Parking:

- Cars and their contents are left at owners risk in the car park and it is the responsibility of the venue users to ensure they are adhering to the complex parking and enforcements regulations. Parking permits are available at an additional charge of £1.00 per day per vehicle.

Sub-letting:

- The hirer shall not assign the benefit he/she may have in the premises or sub-let any part of the premises.

Licensing:

Performing Rights Licensing: The venue is not authorised to permit the use of copyright material in functions for which the premises are let. The organisers of functions on the premises must arrange directly with the Performing Rights Society for all licences required for the use of copyright material and indemnify the RMO in respect of any claim made under copyright law.

Film Shows: No film shall be shown unless the consent of the RMO is first obtained. The hirer shall comply where applicable, with the requirements of the Cinematograph Act. (The premises are not licensed under the Act.)

Bingo, Gaming Licence Duty: The playing of Bingo or other forms of permitted gambling must conform to all statutory and other current gaming regulations and requirements. Failure to adhere strictly immediately terminates the letting contract with the RMO and Community venue. Current regulations are available from HM Revenue & Customs.

The hirer must obtain all other licences which may, by law, be required in connection with any entertainment or function.

Failure to Comply:

- The RMO reserves the right to terminate any lettings immediately in the event of the hirer failing to observe or perform any of the conditions or regulations herein contained and the venue may retain the charges paid by the hirer.

Modification of Conditions:

- The RMO reserves the right to modify or vary any of these conditions or regulations or to impose special conditions where in its opinion the nature of any application so demands without notification.

Bookings:

- All bookings must be made through the RMO office.
- The RMO reserve the right to refuse to hire, or may cancel with or without notice any agreed hire, if in their opinion, such use could be detrimental to the fabric of the building or its fixtures, fittings, contents or be contrary to the principles of use for which the premises is intended.

All enquiries should be addressed to the RMO Estate Office

Emergency contacts:

- In the event of an emergency please dial 999

- If the emergency relates to the use of the hall i.e. Alarm activation, leak or power failure please telephone 07903 824 072

The Hub hirer is responsible for all conditions of hire

Signed:

Print:

Date:

If you would like this information in large print, in Braille, or in another format or language, please contact us on 020 7926 0158.

Español: Si desea esta información en otro idioma, rogamos nos llame al 020 7926 0158.

Français: Si vous souhaitez ces informations dans une autre langue veuillez nous contacter au 020 7926 0158.

Português: Se desejar esta informação noutro idioma é favor telefonar para 020 7926 0158

Twi: Se wope saa nkaeboy yi wo kasa foforo mu a fre 020 7926 0158.

Yoruba: Tí ẹ ba fẹ ìmoràn yí, ní èdè Òmíràn, ẹjọ, ẹ kàn wà l'ágogo

020 7926 0158.