

## **HARMONY HALL – TERMS & CONDITIONS OF HIRE**

Definitions: -

**The Hirer:** the person organising an event and paying for the period of hire. **The Hirer's Nominated Person:** the person nominated by The Hirer to accept responsibility for overseeing the period of hire. In which case, The Nominated Person will be the signatory of the Hire Agreement. **The Period of Hire:** the agreed times within which your event takes place. **The Hired Space:** the agreed room/s within which your event takes place.

### **Responsibilities of the Hirer or the Hirer's Nominated Person**

1. You must have valid Public Liability Insurance (For regular hire bookings only).
2. You must agree to undertake Criminal Records Bureau (CRB) checks if working with Children or vulnerable adults. Any checks will be undertaken at the Hirer's own cost.
3. If running a course, qualifications, teaching certificates or relevant experience, applicable to the class or course you are teaching, will need to be provided.
4. You must ensure you are aware of Health & Safety considerations; e.g. maintaining clear routes for escape in the event of an emergency; care with spillages, broken glass and electrical equipment. The Harmony Hall Health & Safety policy will be provided on request.
5. Maximum capacities for hire spaces must not be exceeded (downstairs hall max.90 people / upstairs hall max.70 people). Contravention of these maximum capacities set for fire safety will result in the event being cancelled and forfeiture of the hire fee and deposit.
6. You must ensure that all people attending your event behave considerately towards other people at the Centre and in the neighbourhood. Children must be supervised by their parents/guardians or yourself at all times whilst they are in the building.
7. You will be liable for any damage done to the premises or the property of Harmony Hall by any person attending your event.
8. You must clear any rubbish and leave the hired space in a clean and orderly condition; all furniture must be returned and the space left as it was found. Continued use of the hired space - including leaving equipment or furniture in the space - beyond the period of hire will incur a minimum charge of one hour at the room's hire price.
9. You must ensure that sufficient security measures are taken to a standard approved by Harmony Hall.
10. Fireworks and naked flames of any kind are prohibited both inside and outside the building.
11. No alteration is to be made to any item of furniture or fitting.
12. Sellotape or Blu-Tack must not be used to affix decorations to the walls as this leaves residue and causes damage. Decorations may be put up using string, but all fixings must be taken down after use.

### **Food and Drinks**

1. No sale of food is permitted on the premises unless agreed prior to your event
2. No sale of alcohol is permitted on the premises. No alcohol can be brought on to the premises or consumed on the premises except by specific consent of the Manager.
3. If the event is self-catered, total responsibility for the health and safety of the guests shall rest on the hirer.

### **Music and Volume of Sound from any source**

1. Pa systems can be provided by Harmony Hall as a courtesy – not as an integral part of the hire. Technical support cannot be guaranteed, and the venue recommends that hirers have an alternative solution should the pa systems be unavailable.
2. Amplified music is allowed only by agreement with the Administrator
3. Acceptability of any volume of sound from any source is at the discretion of the Reception / Duty Officer.
4. Music must end by 11pm.
5. The responsibility for the use and care of all technical equipment lies with the hirer.

### **Performing Rights**

1. The hirer is responsible for copyright and performing rights of any material performed or reproduced in any way, and shall indemnify Harmony Hall against any breach of copyright laws and performance rights.

### **Cleaning**

1. The hirer is responsible (unless agreed otherwise) for the clean-up immediately after the event and removal of all supplies and equipment brought in for the event. Cleaning supplies are provided by Harmony Hall for user-groups to clean hire spaces after use. Cleaning services can be purchased from us at £40 per hour if required.

### **Right of Access**

1. Harmony Hall reserves the right at all times to access any part of the Centre.
2. Access to the hirer is limited to the time they have booked. This includes set up and clear up.

### Payment and Confirmation of the Period of Hire

1. Full payment is to be made in advance of the period of hire.
2. The period of hire is confirmed upon receipt of full payment and return of the signed Hire Agreement.
3. Harmony Hall reserves the right to increase room rates but will give prior notice of this.
4. The balance of hire fees on monthly statements must be cleared back to zero every month by all hirers and statement/invoice queries where the amount charged is incorrect, must be made in the month of hire so they can be corrected by the Centre quickly.

### Cancellation

1. In the event of cancellation by the hirer, Harmony Hall reserves the right to charge a cancellation fee of 100% dependent on the amount of notice given. Any cancellation must be made in writing and emailed to [harmonyhall@crestwf.org.uk](mailto:harmonyhall@crestwf.org.uk) The scale below applies:  
Twelve weeks notice or more: No cancellation fee.  
Four weeks notice or more: 50% cancellation fee.  
One weeks notice or more: 75% cancellation fee.  
Less than one week: 100% cancellation fee.

### Termination

Harmony Hall reserves the right to terminate any period of hire without notice, in the case of:

1. Contravention of the Harmony Equal Opportunities policy and any other Harmony Hall policies.
2. Exceeding the maximum number of people allowed in the hired space.
3. Unacceptable noise levels.
4. Inaccurate information being supplied to Harmony Hall.
5. Infringement of the Terms and Conditions of hire.

### Miscellaneous

1. Any modification, variation, amendment or addition to this Agreement must be in writing and signed by a duly authorised representative of each of the Parties.
2. This Agreement shall be construed in accordance and governed by English law and shall be subject to the exclusive jurisdiction of the English Courts

I, the signatory have read the 'Terms and Conditions of Hire' and agree to all terms within it.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

(Please sign, date and email back to [harmonyhall@crestwf.org.uk](mailto:harmonyhall@crestwf.org.uk) or hand in to Harmony Hall reception staff)

The objectives of CREST Waltham Forest (the Charity operating Harmony Hall) are:

- *to serve people irrespective of age, faith, race, gender, sexual orientation or disability;*
- *to promote understanding, tolerance and respect for different religious traditions, as well as for secular endeavours, concerned with the promotion of human welfare and community development; to work in partnership with Black and Minority Ethnic (BME) organisations and all faith groups to promote social inclusion and community integration;*
- *to empower disadvantaged and marginalised groups through the implementation of health, education, leisure and social action projects;*
- *to improve the health, psychological and material wellbeing of local people and improve access to learning opportunities;*
- *to particularly target the needs of the elderly, people with disabilities and people with mental health problems, but not to the exclusion of other groups*
- *to promote and support the use of volunteers, user involvement and self-help initiatives"*

**Document updated 14/05/2021**