



CUFOS

Top of the Avenue N10 2QE

TERMS AND CONDITIONS OF HIRE FOR PARTIES AND SPECIAL EVENTS

CUFOS is a Community Centre and charity run by local volunteers. The Booking Hall and Waiting Room are available for hire separately or together.

All bookings are accepted at the discretion of the Trustees, who reserve the right to refuse, cancel or terminate any booking if such action is considered to be in the interests of CUFOS or the wider community.

It is the responsibility of the Hirer (named on the Booking Form) to leave the building in good order, clean and tidy and to abide by CUFOS regulations on health and safety. If the building is not left clean and tidy, or the hirer is found to be in breach of the regulations, then the hirer's deposit may be withheld in part or in full, at the discretion of the Trustees. Hirers are also asked to respect local residents and leave the building quietly after a booking.

Conditions of Hire

- 1 Booking Form and Payment. The Booking form must be completed, signed and returned, and the full cost - deposit and hire fee – paid, for the booking to be confirmed.
- 2 Cancellations. Bookings cancelled more than 4 weeks before the party or event will incur no fee and a full refund will be issued. Bookings cancelled between 4 and 2 weeks before the party or event will incur a fee of half the total cost of the booking. Bookings cancelled less than 2 weeks before the party or event may be charged the full hire cost.
- 3 Fire and Safety Regulations. The Hirer must read and understand these Regulations, agree to abide by them and tick the relevant boxes on the Booking form to indicate this.
- 4 Responsible person. The Hirer named on the booking form is responsible for stewarding the party or event and for the personal safety of those attending. They must read and understand the Safeguarding statement and the Covid

disclaimer on the Booking Form. Safety and order should be taken into account when planning activities. The Hirer must be present throughout the party or event and must ensure the security of the building. Two named adults must be present throughout any party involving teenagers: otherwise the deposit will be withheld.

- 5 Timing. Hirers should not access the building more than 15 minutes prior to the start time given on the booking form and should leave by 15 minutes after the booked finish time.
- 6 Booked time must include enough time for setting up and clearing up (usually half an hour both before and after a party).
- 7 Rooms booked. Hirers of only one room may use the kitchen and toilets, but not the other room. No food or drink is permitted in the Waiting Room.
- 8 Kitchen. Hirers may use all the kitchen facilities – cooker, fridge with freezer drawer, microwave, urn and kettle, as well as mugs and teaspoons. Anything else – plates, cups, cutlery and cooking equipment must be provided by the Hirer. Hirers must provide their own tea towels and rubbish bags and take their rubbish away with them.
- 9 CUFOS is not licensed for the sale of alcohol, it may be provided free by the Hirer to adults only. No smoking is permitted.
- 10 Decorations. Hirers must not use sticky tape or glue on the walls, or attach balloons or decorations to fans or lights. Such actions damage the building and incur costs. Blu-tack is allowed but should be removed at the end of the party. Sequins and glitter are not allowed.
- 11 Injury or damage. CUFOS does not accept responsibility for personal injury or for any losses or damage to property belonging to user groups of individuals using the building.
- 12 Noise. CUFOS is in a residential area with private homes nearby. To ensure the rights of our neighbours are respected the following conditions must be observed
 - No loudspeakers, amplifiers, radios etc may be used in the side yard.
 - If music is played, or amplifiers used, in the building, doors should be kept closed and the side door to the yard used for access to reduce possible disturbance to neighbours. Amplifiers should not be turned up to such a level that music can easily be heard outside.
 - No music is permitted after 10pm.
 - Departures from the building, particularly after an evening event, should be quick and quiet with no hanging around and chatting.

If failure to comply with these requirements results in complaints from neighbours the Hirer's deposit will not be refunded and the Hirer may be refused further bookings.

13 Heating. Hirers may adjust the thermostat in the Booking Hall but must return it to the original setting before leaving.

14 Leaving the building in good order. The Hirer is responsible for ensuring that the building is cleaned according to the instructions in the CUFOS Safety Regulations. In addition

- Furniture taken from the shed must be put back.
- Furniture left in the Booking Hall must be stacked neatly along the walls. Please do not obstruct doors or cupboards with furniture.
- Folding chairs should be stacked neatly on the trolley in line with the illustration on the wall.
- The hirer should clear all rubbish and leave the premises and the side yard clean – sweeping and mopping as appropriate.
- The hirer should bring their own tea towels and rubbish bags and take their rubbish away with them. Please do not leave any rubbish on the pavement near CUFOS. The bins in the yard are for the use of week day groups.

15 Final Check. The hirer is responsible for checking that all floors and lavatories are clean, that the furniture has been put away properly and that decorations have been removed. Also for ensuring that the lights are out and windows, doors and the side gate are secure.