



**CUFOS**

TOP OF THE AVENUE N10 2QE

Charity No. 1193803

[www.cufos.org.uk](http://www.cufos.org.uk)

## **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 to members of the community (groups or individuals).

All bookings are accepted at the absolute discretion of the Committee. ***The Committee reserves the right to refuse, cancel, or terminate any booking, if it is considered in the interest of CUFOS or the wider community. The decision of the Committee is final.***

It is the responsibility of the Hirer (named on the Booking Form) to leave the building clean and tidy and to abide by CUFOS regulations with regard to sanitation and safety. If CUFOS is not left in a clean or satisfactory state after use, or if the Hirer has been found to be in breach of our regulations, then the Hirer's deposit will be withheld, in part or in full (at the complete discretion of the CUFOS Management Committee).

If CUFOS or any of its contents are damaged and the deposit retained is insufficient to cover this, then, at the discretion of the Committee, legal action may be taken to recover the costs.

CUFOS also requires Hirers to respect our neighbours in the area and not subject them to unreasonable noise or disturbances, as outlined in number 10, below.

### **CONDITIONS OF HIRE:**

1. **Forms and payment:** A booking form must be completed, signed, and returned with payment or payment information (if paid via BACS), *along with a copy of the fire regulations signed by the hirer.* **Payment must include the full deposit and hiring fee.** This must be done within one month of making the booking – or immediately if the party or event is within fewer than 30 days. ***Failure to comply may result in the loss of the Hirer's booking.***
2. **Cancellations:** Paid bookings cancelled more than a month prior to the party or event will incur no fee, and a full refund will be issued. Hirers who cancel two to four weeks before the event will be charged a cancellation fee of one-half the amount paid for the booking. Those who cancel less than a week before the date may be charged the full hire charge.
3. **Fire and Safety Regulations:** The CUFOS Fire Regulations and Safety Regulations must be read, understood, and signed before a booking will be completed. Signed copies of both Regulations must be returned with the Booking Form.
4. **Who is responsible:** The Hirer is responsible for stewarding events and for the personal safety of people they invite to attend. This should be considered when you are planning activities for your event. ***The Hirer MUST be present throughout the event and must ensure the security of the building.*** *Note: For any party involving teenagers, at least two adults must be present at all times. If there is no adult supervision, the deposit will be forfeited.*
5. **Timing:** All bookings must begin no more than 15 minutes before and no more than 15 minutes later than the time stated on the booking form. It is the Hirer's responsibility to make sure that enough time is left at the end of the booking to clear up and leave CUFOS clean and tidy for the next user.
6. **Room(s) booked:** Hirers of one room may use the kitchen and toilets but not the other room, unless they have paid for the use of both rooms in advance.  
***No food or drink is allowed in the Waiting Room.***

7. **Alcohol and smoking:** The building is not licensed for the sale of alcohol, though it may be provided free to *adults only*. CUFOS is a non-smoking building.
8. **Decorations:** Hirers **must NOT use sticky tape on any walls or attach balloons or decorations to fans or lights**. *Note:* Sticky tape damages walls and woodwork, which incurs extra cleaning costs. Blu tack may be used but **MUST** be removed afterwards. **Note: The use of glitter and sequins is strictly forbidden.**
9. **Injury or damage:** CUFOS does not accept responsibility for personal injury or for any losses or damage to property belonging to user groups or individuals using the building.
10. **Noise:** CUFOS is located in a residential area, with several private residences very near the building. Therefore, the rights of our neighbours must be respected, as follows:
  - No loudspeakers, amplifiers, radios, etc., are to be used in the playground.
  - If music is being played in the building, or amplifiers are being used inside, doors should be kept closed and the side door used for entering and exiting the building, to ensure minimal disturbance to neighbours. Amplifiers may *not* be turned up so loudly that the sound can be easily heard outside the building.
  - No music at all to be played after 10 pm.
  - No loitering or engaging in conversation in the street outside the building after the party or event has ended. Departures must be made swiftly and quietly.If failure to comply results in complaints from neighbours about noise, the Hirer's deposit will not be refunded and the Hirer may be barred from booking future events at CUFOS.
11. **Thermostat:** Hirers may adjust the thermostat in the Booking Hall but must return it to its original setting before leaving the building.
12. **CLEANING UP:** It is the Hirer's responsibility to make sure that the building is cleaned according to the instructions provided in our Safety Regulations. Additionally:
  - Furniture taken from the shed *must* be put back.
  - Furniture left in the Booking Hall must be stacked neatly along the walls. ***Do not leave furniture in front of cupboards or doors.***
  - Folding chairs should be stacked neatly on the trolley according to the picture on the wall in the corner where the trolley is kept.
  - Hirers are expected to clear all rubbish and leave the premises (including the playground) in a clean condition. ***This includes sweeping/mopping floors if and where necessary.***
  - ***Hirers must bring their own tea towels and rubbish bags and must take their rubbish away with them.*** (Note: The bins in the playground are for the use of our weekday groups and cannot be filled with rubbish from parties. Also, rubbish must NOT be left on the pavement near the park. It is essential that all rubbish is taken away and disposed of elsewhere.)
13. **Final check:** Before leaving the building, it is the Hirer's responsibility to check that floors and all toilets have been left clean, that furniture has been put away properly, and that all decorations have been removed. The Hirer must also ensure that all lights have been switched off and that all windows and doors are secure, as well as the side gate.

**NB If you have not heard from a duty officer  
regarding key collection by two days before your event,  
then telephone the bookings officer on 07791 648885**

IF YOU HAVE ANY PROBLEMS, PLEASE CONTACT THE DUTY OFFICER  
(contact details are on the back of the key tag)  
or see Committee phone numbers on the notice board next to the side door entrance.