

HIGHGATE SOCIETY HALL 10A SOUTH GROVE LONDON N6 6BS

TERMS AND CONDITIONS OF HIRE

1. The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises.
2. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not allow the sub-hire of the premises. In the event of the Hall or any part thereof being unfit for the use for which it has been hired the Society shall not be liable to the Hirer for any resulting loss or damage whatsoever.
3. The Hirer will not use or allow the premises to be used for any unlawful purpose and will ensure nothing is done on the premises in contravention of the law relating to gaming, betting and lotteries.
4. The Highgate Society's premises are licenced for the sale of alcoholic drinks between 11a.m. and 11p.m. from Monday to Saturday and between 12 noon and 10:30 p.m. on Sunday. The Society is legally obliged to ensure that sale takes place only within those hours, and only to those over 18 and to prevent drunkenness and disorder. The Hirer is required to comply with those obligations.
5. The Hirer shall indemnify the Society for the cost of any damage done to any part of the property including the curtilage or the contents of the building and is responsible for reporting such damage to the Booking Secretary.
6. If the Hirer wishes to cancel the booking before the date of hire and the Society is unable to conclude a replacement booking, payment or repayment of the fee shall be at the discretion of the Booking Secretary.
7. The Hirer shall if preparing serving or selling food observe all relevant food health and hygiene legislation and regulations. The use of the kitchen and the cooker and appliances is subject to the directions and cleaning instructions found in the "Notes for Users" provided with the booking form.

8. The Hirer shall ensure that any electrical appliances brought to the premises and used there shall be safe and in good working order and used in a safe manner.
9. Use of the broadband network is included in the hire at no additional cost but with no guarantee of availability or quality of service. The Hirer shall not connect to the router by cable or otherwise interfere with the router and will not attempt to reset the router or change its settings. The Hirer shall not misuse the wifi or carry out illegal downloads. The Society will accept no liability for loss or damage the Hirer may incur whilst using the wifi system, or for the consequences of illegal downloads or other misuse.
10. The Highgate Society's projector and folding screen are available for use at the Hirer's risk at an additional charge. Any loss or damage to this equipment must be made good by the Hirer, who must follow the Notes for Users provided.
11. The Hirer shall comply with all conditions and regulations made with respect to the premises by the Fire Authority, the Local Authority and the Government. The Hirer must point out the location of the rear fire door at the beginning of the session. The door must be securely closed and bolted at the end of the event. The Hirer must ensure that nothing is brought into the premises which may constitute a fire hazard.
12. The Hirer shall if selling goods on the premises comply with the Fair Trading laws and/or any code of conduct in use with respect to such sales.
13. The Hirer shall ensure that no animals except guide dogs are brought into the premises except by prior agreement with the Booking Secretary.
14. The Hirer shall ensure that any activities for children under 18 years comply with the provisions of the Safeguarding of Vulnerable Groups Act 2006 and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service Checks have access to children.
15. The Hirer must ensure that no smoking or vaping takes place in the Hall.
16. No property or equipment may be stored on the premises other than stored equipment for regular users as agreed in advance with the Booking Secretary. All liability for loss or damage to such property is hereby excluded.
17. At the end of the hire period the Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked

and secured and all rubbish removed as directed in the Notes for Users, and any contents temporarily removed from their usual positions properly replaced.

18. Hirers are covered by the Highgate Society's public liability insurers in respect of accidental damage to the Premises or its Contents and accidental injury, illness or disease during the period of hire. Hirers are advised to secure in advance their own insurance cover for the risk of negligence and other non-accidental causes of loss. They are also advised to ensure that the property they bring with them to the premises is insured.
19. Data gathered in connection with the hire may be retained for up to seven years for accounts purposes and for the required period to comply with health and safety regulations.
20. The Hirer must comply with any rules imposed by the Government or the Local Authority in connection with the spread of Covid 19 or other infections which are current at the time of hire.
21. The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

12.2021