



10A South Grove Hall Hire Terms and Conditions (version 1.1)

1. Definitions

Hall: 10A South Grove, Highgate N6 6BS, comprising the front garden area, the hall, the rear toilet area, and the kitchen area.

Hall Hire Request: the hall hire request provided by Hirer which must be in the relevant form set out in the Annex or such other form the Society provides.

Hire Agreement: These Terms and Conditions, and the relevant Hall Hire Request.

Hirer: the individual or organisation, as applicable, specified as the hirer in the Hall Hire Request.

Regular Event Hire: A booking for a series of weeks or months.

Single Event Hire: A booking for a single period.

Society: The Highgate Society (see www.highgatesociety.com).

2. Booking Procedure

2.1 All bookings must be made via the Highgate Society Booking Secretary.

2.2 The person or organisation named as the Hirer in the Hall Hire Request shall be considered the Hirer, and if an organisation is named, the person signing the Hall Hire Request confirms they have the full authority of the organisation and make the Hall Hire Request on behalf of the organisation. Any individual Hirer or person signing the Hall Hire Request must be at least 18 years of age.

2.3 The Society reserves the right to refuse any application for hire without stating a reason.

2.4 For a Single Event Hire, a Hall Hire Request form will be sent by any prospective hirer by email to the Society. The Society may decline such offer without needing to give any reasons, but otherwise as soon as the Society notifies the prospective hirer that it can accept such offer of hire, payment is due. Payment must be made within 5 days of the Hall Hire Request being submitted to the Society or by the second day prior to the hire date, whichever is earlier. By submitting the Hall Hire Request and making payment in full, the Hirer confirms its offer to hire the Hall from the Society under and subject to the Hire Agreement, and each of the Hirer and the Society will then be bound by the Hire Agreement.

2.5 For a Regular Event Hire, a form of Regular Event Hall Hire Agreement will be provided by the Society to any prospective hirer by email or in person. By signing and returning the Regular Event Hall Hire Agreement, the Hirer confirms its offer to hire the Hall from the Society under and subject to the Regular Event Hall Hire Agreement. The Society may decline such offer without needing to give any reasons, but otherwise as soon as the Hirer signs and returns to the Society the Regular Event Hall Hire Agreement and the Hirer makes the first payment, each of the Hirer and the Society will then be bound by the Hire Agreement. Payment must be made on such terms as will be provided for in the Regular Event Hall Hire Agreement.

3. Payments, Cancellations, and Deposits

3.1. Cancellations will be refunded as follows: (i) 30 days or more before the hire: full refund, (ii) between 5 and 29 days: 50% refund, and (iii) less than 5 days: no refund.

3.2 The Society may require a deposit. Any deposit required must be made at the time of booking. The Society will endeavour to return any deposit within 10 working days following the event, subject to satisfactory inspection of the building and equipment.

4. Hire Period

The hire of the Hall is for the day(s) and time(s) stated in the Hire Agreement. The Hirer must allow sufficient time for setup and clearing within their agreed hire period, leaving the Hall clean and tidy. The Hire Agreement gives permission only to use the Hall during the hire period and confers no tenancy or other right of occupation on the Hirer.

5. Access to the Hall

5.1 Unless otherwise agreed with the Society, the Hirer will be provided with an access code, which must not be shared. The Hirer is responsible for ensuring the access code remains secure, and any misuse resulting in unauthorised access will be the Hirer's responsibility.

5.2 The Society in its discretion may provide the Hirer for Regular Event Hires with a key which must be signed for and kept safe. The Hirer is responsible for ensuring the key remains secure, and any misuse or loss of the key resulting in unauthorised access will be the Hirer's responsibility.

5.2 If the Hall or any part of the Hall is unavailable for any reason, or the Society is no longer willing to hire the Hall to the Hirer for any reason (which may but does not have to include non-payment, late payment or reputational risk) then the Society reserves the right immediately to cancel any hire booking(s) by giving notice to the Hirer without needing to give any reasons. Without prejudice to Condition 12, the Society must then refund the related hiring charges it has received as soon as reasonably practicable. **The Society is not liable for any resulting loss or damage, even if notified of this.**

6. Conditions of Use

6.1 The Hirer shall not use the Hall for any purpose other than that stated in the Hire Agreement, sub-hire the Hall, or use the Hall unlawfully or in a way that endangers the Hall. Except with the prior written approval of the Society that this Condition 6.1 may be varied, the Hall is not available for meetings organised by political parties, for commercial or business use, or as a wedding venue.

6.2 The Hirer is responsible for supervising the Hall, its fabric, contents, and the behaviour of all persons using it. No activity by persons under 18 years of age shall take place without enough responsible adults present.

6.3 Any function (including any music) must finish by the end of the hire period and in any event no later than 10:30 p.m, with the hall cleaned and vacated by the end of the hire period which may not extend beyond 11:00 p.m. Please be mindful of neighbours regarding noise and when exiting the Hall. The Hirer must ensure noise levels are kept at a reasonable level so as not to cause a nuisance to the neighbours.

6.4 The Highgate Society reserves the right to halt any hire event not conducted properly or that violates the Hire Agreement.

7. Damage to the Hall and Contents

The Hirer is responsible for all damage to the Hall, its equipment, furniture, and property. Any damage must be reported immediately.

8. Hirer's Property and Equipment

The Hirer is responsible for ensuring any equipment brought to the Hall is safe and in working order. Storage of any property or equipment must be agreed in advance provided that the Society will not have any liability for loss or damage caused to any such property or equipment being stored. Unauthorised items left behind will be treated as lost property and may be disposed of without notice.

9. Health and Safety Compliance

The Hirer is responsible for ensuring compliance with all relevant health and safety laws and regulations during the hire period. All electrical equipment brought into the Hall must be PAT tested. No animals except guide or assistance dogs may be brought into the Hall except by prior agreement with the Booking Secretary.

10. Waste Management

The Hirer is responsible for removing all rubbish, including recyclable materials, from the premises. Failure to do so may result in additional charges.

11. Licensing Requirements

It is the Hirer's responsibility to ensure appropriate licences are in place for any activities that require them. The premises are licensed for the sale and consumption of alcoholic drinks and for unamplified music between 11:00 a.m. and 11:00 p.m. from Monday to Saturday, and between 12:00 noon and 10:30 p.m. on Sundays. Hirers must comply with the licence terms, ensuring alcoholic drink is sold or provided only to those aged 18 and over and that no disorder or drunkenness occurs. Please note that in accordance with Condition 6.3 above, the Society requires functions, including music and sales and consumption of alcohol to cease by 10.30pm.

12. Public Health Considerations

In the event of public health regulations or government restrictions preventing the event from taking place, the Hirer will be entitled to a full refund or, at the Society's discretion, an option to reschedule.

13. Sale of Goods

If selling goods in the Hall, the Hirer must comply with all applicable laws and regulations, including without limitation any fair trading and sale of goods laws and any relevant code of conduct.

14. Food Preparation and Serving

The Hirer must observe all relevant food health and hygiene legislation. The use of the kitchen and appliances is subject to the "Notes for Users." See further Condition 24.

15. Fire Safety

15.1 The Hirer must comply with fire regulations and point out the location of fire exits to all attendees at the beginning of the session. Emergency exits must always remain accessible. Maximum numbers allowed in the hall are up to 50 seated or up to 80 standing. If space is needed for presentations or serving, standing numbers will be lower.

15.2 Smoking and vaping are prohibited in the Hall, and no naked flames are permitted within the Hall, noting that the Hall includes the garden area.

16. Security and Supervision

16.1 The Hirer is responsible for ensuring adequate supervision and security during the event, particularly regarding the safety of attendees and the security of the Hall. Please do not allow access to anyone unless they belong to your group.

16.2 The Hirer must comply with all applicable laws and regulations, including the Safeguarding Vulnerable Groups Act 2006, where any children or vulnerable adults will be present during the hire period, including ensuring that all relevant checks have been carried out in relation to those working with children or vulnerable adults. The Society may (but is not required to) require Hirers to provide details of measures they have in place.

17. Broadband Use

Use of broadband is included but not guaranteed. The Hirer must not misuse the wi-fi network, carry out illegal downloads, connect to the router by cable, or reset or change settings or otherwise interfere with the router.

18. Audio-Visual Equipment

Audio-visual equipment is available at an additional charge and is used at the Hirer's risk. A volunteer technician or demonstration of satisfactory previous experience with the equipment is required. The Hirer will be responsible to the Society for any loss or damage caused to the equipment.

19. Piano

The piano is available for use by prior agreement. Children may only use the piano under adult supervision.

20. Insurance and losses

The Society's public liability insurance does not cover liabilities arising from the activities of the Hirer. The Hirer is advised to secure their own insurance cover for public liability and to insure any property brought into the Hall. As far as permitted by law, the Society disclaims all liability for any loss or damage to the Hirer or any other party's property whilst in the Hall, and for any loss or injury which may be suffered during the hire period.

21. Indemnity

The Hirer will identify the Society against any claim, expense, loss or damage suffered directly or indirectly by the Society arising out of or connected with the hire of the Hall by the Hirer under the Hire Agreement.

22. Data Retention

Data gathered in connection with the hire will be retained for up to seven years for accounts purposes and to comply with health and safety regulations.

23. Conditions at End of Use

The Hirer is responsible for leaving the Hall clean and tidy, with all furniture returned to its original position, all lights turned off, doors and windows (including fire exits) locked, and all rubbish removed. The Hirer must ensure no person remains in the building (including the toilet area) when locking the Hall.

24. Notes for Users

Hirers will be provided with relevant "Notes for Users" documents covering practical points about using the Hall and its facilities. These must be adhered to and will be binding on the Hirer.

25. Updating of the Terms and Conditions

The Society may from time to time at its option provide the Hirer 30 days' prior written notice of any relevant changes it proposes to make to the Hire Agreement, in order to allow the Hirer the opportunity to raise any questions or discuss these with the Society. If, on the expiry of such period of 30 days, there are no unresolved questions or discussion points in relation to the changes, such changes will immediately apply to the Hire Agreement.

26. Governing Law

26.1 The Hire Agreement shall be governed by and construed in accordance with English law. Any disputes arising in connection with the Hire Agreement shall be subject to the exclusive jurisdiction of the courts of England.

26.2 No rights are conferred on any party under the Contracts (Rights of Third Parties) Act 1999.

Annex:

Hall Hire Request for a Single Event Hire

IMPORTANT: to be completed by Hirer only after discussion of your booking with the Bookings Secretary

Hirer

Hirer Name.....
 [insert name of individual or, if you are booking on behalf of an organisation, the organisation]

Address

Phone Email

Responsible person on site if different to hirer.....

Mobile phone number.....

Event

Description of event.....
 [please give a clear and accurate description of the nature of the event]

Approx. numbers attending		Approximate age range of children
Adults	Children	

Date and time of hire

Date of hire	
Set up start time	Event start time
Event end time	Clear up and hall vacated time

Equipment required (if any)

AV requirements – Yes / No	Technical support – Yes / No	Piano – Yes/No
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Hire charge

	Hours	Minutes	Rate	Amount in £
Core time			/ hour	
Set up and clear up			/ hour	
AV and other	-	-	As agreed	
Total hire charge £				

I confirm:

- I wish to hire the Highgate Society 10A South Grove Hall based on this Hall Hire Request
- I agree that my hire of the 10A South Grove Hall will be subject to and on the terms of the Society's most recent 10A South Grove Hall Hire Terms and Conditions.

Signature

Date

Name



**HIGHGATE
SOCIETY**

Regular event hall hire agreement format

Hirer

Hirer Name.....
[insert name of individual or, if you are booking on behalf of an organisation, the organisation]

Address

Phone Email

Responsible person on site if different to hirer.....

Mobile phone number.....

Event

Description of event.....
[please give a clear and accurate description of the nature of the event]

Approx. numbers attending		Approximate age range of children (if any)
Adults	Children (if any)	

Details of your hire

Days and times of hire. Please give a short description of when your sessions will take place and the frequency – for example “Every Wednesday” or “Second Monday of the month”. Please note that this is for our planning and is not a specific booking.	
Approximate expected number of sessions per year	
Set up start time	Event start time
Event end time	Clear up and hall vacated time
Bookings: Specific bookings for your event dates must be made well in advance through the Society’s Bookings Secretary. Bookings may be cancelled subject to the cancellation terms in section 3 of the 10A Hall Hire Terms & Conditions.	

Equipment required (if any)

AV requirements – Yes / No	Technical support – Yes / No	Piano – Yes/No
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Special conditions (if any)

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Charges, invoicing and payment

Hire charges per session applicable until further notice	Invoicing date and frequency
Payment is due 10 days before the date of the first session of each invoiced series of events.	Payment must be made by bank transfer to: The Highgate Society Barclays Bank Sort code 20-36-16 Account no. 30044628 Reference Hall hire [your name]

The Society will give a minimum of 3 months notice of any changes to hire charges. The hall hire charges are confidential and reflect the specific circumstances of the hire and the hirer.

The Hirer

- ***agrees to hire the premises on the terms set out in this Regular Event Hall Hire Agreement.***
- ***Accepts and agrees to the terms of the Society's most recent 10A South Grove Hall Hire Terms and Conditions***

Signed for Hirer	Signed for the Highgate Society
Name	Name
Organisation	Role
Date	Date