



# Chandler Community Hall (CCH)

15 Lambeth Walk London SE11 6DU Tel: 020 7820 9009

## Terms and Conditions of Hire

Please read this document thoroughly. Ignorance of the terms and conditions will not be accepted as justification for the failure to abide by them.

### 1. Making a Booking

If you want to hire Chandler Community Hall, you must first check that it is available at the time you want it with China Walk Tenants and Residents Association. To do this please call 020 7820 9009 and leave a message with your name and a contact number. You will receive a call back within 48 hours, and can discuss your requirements with the Hall Manager. You must then complete the booking form and return it to the address above with the deposit and payment in full for the hire. Payment must be made at least 14 days before the date of hire unless other arrangements have been agreed.

### 2. Hire cost

- Private hire £30 per hour
- China Walk Residents and Community Groups\* £20 per hour \*
- Block Bookings £negotiable

\*please note community group bookings must be open to all members of the public.

Please include Set-Up and Clear-Up time when you calculate the duration of hire. Hirer's will be charged for the full period of use of the Hall.

### 3. Deposit

A deposit of £50.00 must be paid in addition to the hire charge. The deposit is refundable subject to compliance with the terms and conditions set out in this document. A deduction will be made from the deposit to cover any breakages, damage or mess requiring additional cleaning or work by the TRA. All deposits must be paid at least 14 days before your booking date. In addition to the deposit, full payment for the booking must also be made before the hire. Failure to comply with this rule will result in the hire being cancelled and your deposit returned. Deposits will be returned only after an inspection of the Hall has been made following the hire. Inspection may take up to three days to complete. You will receive a phone call after the inspection has been made, and your deposit will then be discussed, and returned in full, provided there is no extra charge to be deducted from it.

### 4. Opening Times

DAY	OPENING AND CLOSING TIME
Monday to Thursday	09:00 am to 10:30 pm
Friday and Saturday	09:00 am to 11:30 pm
Sunday	09:00 am to 09:00 pm

No overruns can be accepted. Hirers must be out by the closing time. Loud music and noise must stop 30 minutes before the closing time. This is an absolute rule and is for the protection of those who live close to the Hall. A deduction will be made from the deposit if this rule is broken.

### 5. Cancellation

In the event of a cancellation, CWTRA will exercise the right to retain part or all of the hire charge as follows: the following percentages of your hire fee apply:

### 6. Health and Safety

- Emergency Exits are clearly marked. All entrances and passageways must be kept clear at all times. The hirer is responsible for ensuring that all individuals in attendance comply.

15 Lambeth Walk, SE11 6DU.

- **Alcohol** CCH cannot be used for the selling of alcohol. Consumption of alcohol is allowed but please act responsibly.
- **Smoking** is not allowed anywhere in CCH.
- **Insurance** CWTRA has Public Liability Insurance to cover use of CCH for public events.
- **Building Capacity** Please give an estimate of the numbers attending when the booking is made.
- **Noise** All loud music and noise must cease 30 minutes before closing time.

## 7. General Information

- **Usage** Everyone booking the Hall must disclose usage. If it is subsequently found that it is being used/has been used for another purpose, CWTRA has the right to stop the event immediately and to withhold the deposit and refuse future bookings.
- **Behaviour** CCH is a community facility and must be treated with respect. Other activities may be taking place during your booking and those involved have equal access to common areas e.g. reception, office and toilets. Please ensure that you leave the building quietly after the booking.
- **Children** Please ensure children are not left unattended outside the Hall. There is a small play area adjacent to the Hall, however there is a road nearby, and residential blocks are very close by. Unattended children can cause a nuisance to our neighbours.
- **Cleaning** China Walk TRA cleans the Hall, however the hirer is responsible for cleaning up to a reasonable extent all areas used during the booking, including the immediate outside area, reception, kitchen and toilets. As far as possible please ensure the hall is left as you found it.

### Cleaning Checklist|:

- **Decoration and breakages** Please use only "White Tac" to fix decorations to walls. MASKING TAPE OR SELLOTAPE MUST NOT BE USED. All breakages and damage must be paid for. An inventory of all items is checked before and after bookings. It is the hirer's responsibility to report breakages. Please refer to the previous paragraph about the deposit where the policy on making deductions from the deposit are described.
- **Parking** There is no parking on the estate for non-residents and clamping is common place.

	TASK	DONE
1	Sweep hall floor and pick up rubbish	
2	Mop any spillages	
3	Clean kitchen surfaces, cooker and microwave. Clean and dry any CCH cleaning equipment and put it away	
4	Remove rubbish from the hall and dispose of it properly	
5	Recycle any waste materials as appropriate (Glass, Paper/Cardboard, Plastic bottles, Aluminium cans etc.)	

- **Personal belongings** It is not possible for equipment to be stored. There is no insurance for personal property.