Terms & Conditions of Hire

Note

Within this document:

1. "Premises" refers to the agreed hire space/room within the "Building"
2. "working day" is a week day other than a bank holiday
3. "Us/our" refers to The Café.

Booking the "Premises"

1. Bookings can be made either by telephoning the café - 0208 7669284, emailing Alice Jones a.jones@rathbonesociety.org.uk or booking in person at The Hive Cafe
2. A booking form needs to be completed. A confirmation email, via the Hallmaster system, formally validating the "Premises" hire between both parties, will then be sent.

Using the "Premises"

1. The "Hirer" or named person(s) are obliged to comply with local by-laws and other legislation relating to; Noise and the Environment, Health & Safety, Fire Regulations and any Building Management Regulations.
2. The "Hirer" or named person(s) are only permitted to use the agreed "Premises" within the "Building".
3. In the event that the "Premises" are left in an unsatisfactory condition, the security deposit will be retained by "us", the customer may be required to vacate the "Building" forthwith, and the customer will be charged in full for the "Premises" hired.
4. The" Hirer" or named person(s) will be held liable for any damage caused, through their actions or through any negligent failure to act on their part.
5. The "Building" has a strict non-smoking policy. Naked flames are not permitted anywhere within the "Building" excluding birthday candles etc.
6. The "Building" has a strict no drugs policy.
7. There is a complete prohibition on the playing of amplified music in the building after 8 pm.
8. The "Hirer" or named person(s) will not have access to any keys, either external or internal, unless by prior arrangement.
9. "Rathbone" reserves the right to enter hired "Premises" in the event of urgent building control issues arising
10. The "Hirer" or named person(s) are reminded that bookings are for an agreed time period only. Any overrun of bookings will be charged at the appropriate rate, in order to cover staffing and admin costs.
11. Alcohol may be consumed on the premises. Alcohol must be kept in the room hired and not brought into the cafés main area, balcony or front of café. Party must supply their own cups to consume.

Payment Structures

1. For One-off bookings e.g.: Children's Party, full payment is required, a minimum of 5 working days in advance of the booking commencing, including an additional £100 refundable deposit.
2. Regular Bookings need to be paid in full, a minimum of 5 working days in advance, including an additional £100 refundable deposit.
3. For "Block" bookings please speak to café manager. A full payment is required, a minimum of 5 working days in advance of the booking commencing, including an additional £50 refundable deposit.
4. For 'Day Rate' bookings (a minimum of 6 continuous hours), please speak to café manager. A full payment is required, a minimum of 5 working days in advance of the booking commencing, including an additional £100 refundable deposit.

Payment Details

For regular monthly payments, we will accept payment by bank transfer or by standing order into the nominated account:

Account Name:	Rathbone Old Library
Sort Code:	40-52-40
Account Number:	00023692
Reference:	"Hirer" name/Premises/Date of Hire

Cancellations

1. A minimum of 5 "working days" notice is required for cancellations
2. 25% of the full booking cost is chargeable for cancellations with 6-10 "working days" prior notice
3. 50% of full booking cost is chargeable for cancellations with 1-5 "working days" prior notice
4. 100% of full booking cost is chargeable for cancellations with notice period of 1 "working day" or less
5. In the unlikely event that a booking is made and has been paid for in full, but then for reasons outside "our" reasonable control, we are unable to honour the booking, the "Hirer" is entitled to a full refund, but is not be entitled to any compensation or other remedy. In such circumstances we will try to offer alternative "Premises where possible

Deposit

1. In order to secure a booking, payment of a refundable £100 deposit needs to be made via SQUARE or via HALLMASTER.
2. If use of space goes over the agreed/payed for amount, the deposit will no longer be refunded.

Use of space/cleaning

1. You will only be let into space from time payed for and must be out by the time payed for.
2. At the end of your use, you must take your rubbish away with you (rubbish bags not provided unless requested)
3. The spaces used must be swept or hoovered. If room is being used the next day, you must mop the room or If floor is sticky, a mop will be provide for you.
4. Please ensure bathroom floors are clean on departure.
5. All furniture used in hall must be put back into cupboard.
6. If café is being used for booking, all tables/chairs must be put back into place where they were.
7. Bookings are NOT welcome to use any crockery/napkins etc. unless requested with café manager.
8. There is no kitchen use unless organised with café staff. No one is permitted to enter the kitchen

Signature

I the undersigned agree to all the terms and conditions of hire and will accept responsibility in the event that they are breached.

Name:
Organisation (if applicable):
Signature:
Date:

Please return completed forms to:

Email: a.jones@rathbonesociety.org.uk

Address: Hive Cafe, 33 Palace Road, London, SW2 3HS

Tel: 0208 766 9284