

FIRS FARM COMMUNITY HUB

Hire Fees, FAQ, Terms & Conditions



FIRS FARM COMMUNITY HUB

Thank you for your interest in Firs Farm Community Hub.

Home Care Preferred (Social Enterprise) are responsible for the overall management of the hub and work closely with Friends of Firs Farm and Leon's Café (operated by Richie Hardwicke and his wonderful team).

Our aim is to provide an inclusive community facility where people of all ages and abilities can enjoy a wide variety of different experiences.

The hub was initially the vision of Toni Guiver, the chair of Friends of Firs Farm. Together with a group of volunteers and extensive funding, Toni and her team have delivered a wonderful facility within Firs Farm.

Firs Farm Community Hub consists of, Leon's Café, an events room, a Wellness/Sensory room, toilets, a shower room, and a fully equipped disabled bathroom complete with a hoist and shower facilities.

We would love to hear your suggestions and comments regarding the hub. We wish to work extensively with the community including local businesses, individuals, health, and social groups.

The team and I look forward to providing you with a warm welcome and hope you will become regular visitors.

Ken

Ken Waterhouse
Managing Director
Home Care Preferred (Social Enterprise) Ltd

THE NASTRI ROOM

- ROOM SIZE: 11.94m x 5m (39 ft x 16ft 4")
- MAXIMUM CAPACITY SEATED 35
- MAXIMUM CAPACITY STANDING 40
- PROJECTOR & SCREEN
- PA SYSTEM
- FREE GUEST WI-FI
- ROOM SUITABLE FOR: EXERCISE CLASSES; SMALL PARTIES; TRAINING; PRESENTATIONS; QUIZ NIGHTS; COMEDY CLUBS; SMALL MUSIC GIGS; WAKES; BUSINESS MEETINGS; COMMUNITY EVENTS; EXHIBITIONS

COST OF BOOKING – PRICES PER HOUR

Single hour slots can only be booked up to 3 months in advance

MONDAY TO FRIDAY	8am to 4pm	4pm to 10pm
Small Exercise Classes	£19	£22 (£50 Fri with min 2 hours)
Training, Seminars, Parties & Events	£50	£60 (min 3 hours on Friday)
SATURDAY & SUNDAY	8am to 12 noon	12 noon to 10pm
Small Exercise Classes	£30 min 2 hours	£50 minimum 3 hours
Training, seminars, parties & events	£50 min 3 hours	£70 minimum 3 hours

LEON'S CAFE

MON TO THURSDAY	6pm to 10pm - £150 per hour, minimum 2-hour booking
FRIDAY TO SUNDAY	6pm to 10pm - £200 per hour, minimum 3-hour booking

ADDITIONAL CHARGES FOR THE NASTRI ROOM OR LEONS CAFE

Training & seminars	£20 cleaning fee
Parties, wakes & events	£30 cleaning fee

Rubbish must be taken away from the premises. Rubbish must not be left in the park. Rubbish left in the community hub or park will incur a minimum charge of £50

THE WINCHMORE SENSORY & WELLNESS ROOM

- ROOM SIZE: 3m x 3.6m (9 ft 10" x 11ft 9")
- FREE GUEST WI-FI
- ROOM SUITABLE FOR: SENSORY & RELAXATION SESSIONS; MASSAGE; APPROVED WELLNESS ACTIVITIES

Monday to Sunday 9am to 4pm - £15 per hour

FREQUENTLY ASKED QUESTIONS

How many people can the venue hold?

This depends on the type of event. The Nastri Room can accommodate up to 35 people. This can increase to 70 people in the evening if hiring both Leon's Café and The Nastri Room, using a combination of seating and standing.

Can we bring our own food and drinks?

Yes. Please note there is no kitchen or sink available. All food must be prepared and ready to serve

Are we permitted to bring alcohol?

Yes. We can also supply alcohol and soft drinks if preferred. A price list is available on request.

Can you cater for our event?

Yes. Catering can be provided by Leon's Café, which is based at the hub

Does the venue provide crockery, cutlery, glasses, and table coverings?

These are not provided unless you are using Leon's Café for catering.

Is there use of a fridge?

Yes, there is a fridge in The Nastri Room. Please inform us when booking so we can ensure it is available for your use.

Are there tea and coffee-making facilities?

No, but drinks can be purchased from Leon's Café during their opening hours

Are there tables and chairs we can use?

Yes. We recommend bringing table coverings to improve appearance.

Can I dress the room?

Yes, however, please do not move any existing pictures, plants, or permanent fixtures, and ensure nothing is damaged.

Is there a speaker/PA system?

Yes. There is a Bluetooth PA speaker that can be used free of charge. A more sophisticated PA system, suitable for gigs, is available for hire—please request a quotation.

Is there a projector and screen?

Yes. Please inform us in advance if required

Can the venue furniture be set up for me?

Yes, we can set up and clear away tables and chairs at an additional cost. Please request a quote for this service

Does the room have heating and air conditioning?

Yes. An easy-to-use control panel allows you to adjust the temperature as required

What lighting is available?

All areas have dimmable inset ceiling lights. The Nastri Room also features variable-colour wall lighting units that can be easily adjusted.

Can I bring cooking equipment to the venue?

No cooking equipment is permitted. Food-heating units may be considered, but prior approval is required.

Are my guests permitted to use tables and chairs in Leon's Café and the outside seating area?

These areas may only be used if you are purchasing food or drinks from Leon's Café, or if they are included in your hire.

Is Leon's Café available to hire?

Yes, it can be hired in the evening. The kitchen is not available for hire, but catering can be arranged

Is there parking at the venue?

There is no dedicated car park, but free parking is usually available on Firs Lane

Are there disabled toilets?

Yes. The venue has a spacious "Changing Place" bathroom suitable for people with disabilities

Is the venue suitable for wheelchair users?

Yes. The venue is on ground floor level with wide doorways and corridors

Can I come early to set up for my event or leave later than the time booked?

No. All bookings should include sufficient time for set-up and clear-down. If a booking overruns, an additional charge will apply

When will my deposit be returned after my event?

Within 7 days. Please provide your account name, sort code, and account number

Can I receive a refund if I cancel my booking?

No. Refunds are not available due to the potential loss of bookings once confirmed

Is the venue insured for my event?

No. The venue does not provide insurance cover for third-party events not organised by us. Hirers are responsible for themselves, their guests, and any damage caused

How should we leave the room after use?

A cleaning fee is charged for all parties and events. However, all rubbish must be taken away as we have very limited rubbish space. Rubbish must not be left outside the venue or in the park.

Those holding exercise classes should ensure that rubbish is removed and the floor is left how it was found

Are there any other points for hirers to note?

- Leon's Café are a separate business and cannot loan items from their kitchen etc.
- Lights and air conditioning should be turned off after use of the room you have hired
- Pictures, plants, PA systems, Fridges must not be moved
- The Café and outside terrace can only be used if hired separately or if food and drink purchases are being made from Leon's Cafe
- No rubbish should be left in the park. There are CCTV cameras in operation inside and outside of the hub

TERMS AND CONDITIONS (PLEASE READ CAREFULLY)

1. Bookings, except for exercise classes, require a £200 deposit. This is refunded 7 days after the event, subject to terms & conditions. This is non-refundable if the hirer cancels the booking.
2. The rental hire, except for members, must be paid, in full, within 7 days of the event
3. The hirer shall only use the room for the purpose agreed at the time of booking and for no other purpose. **Outside areas can only be used if booked separately or purchases are made from Leon's Cafe**
4. **The hirer will ensure any food and drinks brought into the room hired are consumed in the room that has been booked and not in other areas, including outside seating areas**
5. The hirer is required to provide the hub operator with details of food and beverage that they plan to bring to the hub.
6. The hirer shall not use any heating or cooking equipment without written permission from the hub operator.
7. The hirer shall not use any type of smoke machine
8. The hirer shall, during the period of hiring, be responsible for the supervision and security of the room, protection of the fabric and contents from damage, and the behavior of all people using the room, including the other areas in the hub.
9. The hirer shall not use the room, without prior written permission, for any activities that require a license from local authorities or any other regulatory bodies.
10. The hirer shall be responsible for making adequate arrangements to insure against any third-party claims which may lay against the hirer or his/her/they organisation whilst using the room and the community hub.
11. The hirer shall be responsible for the observance of all regulations affecting the hub imposed by the licensing justices, the fire authority, the local authority, and any other relevant organisations.

12. The hirer acknowledges that the hire only includes the use of the area they have booked for and no other parts of the hub other than toilet facilities.
13. The hirer shall not sub-let or use the hub for any unlawful purpose or in any unlawful way or do anything or bring into the hub anything which may endanger the hub, their users, or any insurance policies relating thereto.
14. The hirer shall indemnify the management in respect of the cost of repair of any damage done to any part of the hub including the curtilage thereof or the contents of the building during, or as a result of, a booking and in respect of any liability to third parties or otherwise arising out of the use of the hub pursuant to the booking.
15. The hirer shall be responsible for ensuring exits and fire exits are not obstructed during the occupation of the hub, and that fire equipment is only used for its intended purpose.
16. Exercise class hirers shall leave all areas used clean, swept and tidy at the end of each hire. They will put furniture back to its original place and ensure that any areas used are left clean and tidy.
17. Other events hirers shall leave the premises in a tidy condition and remove all rubbish and belongings unless the rubbish disposal service has been paid for. **Rubbish must not be left in Leon's Café bins or park bins. Rubbish left in the park or the café will affect the deposit being returned.**
18. The hirer shall ensure all windows and doors are closed and locked, and lights and appliances are turned off at the end of each occupation of the room.
19. The management accepts no responsibility for any property left on or in the hub during or after the hire period.
20. No alterations are to be made to the existing electrical installation, and no additional lights or extension leads, or additional heating appliances shall be used without prior permission of the management.
21. No bolts, tacks, nails, screws, or other such objects shall be driven into any part of the hub, and no posters, banners or materials shall be fixed to the interior or exterior of the hub.
22. No hirer shall be under the age of eighteen, and the hirer shall ensure that all those under the age of eighteen shall be supervised appropriately and the hirer agrees to always be responsible for them.
23. The hire of the room does not entitle the hirer to use or enter the room at any time other than during the specified hours that have been booked.
24. The hirer shall, if selling goods, comply with all relevant fair-trading laws and any local

code of practice issued in connection with such sales.

25. The hirer acknowledges that no tenancy is intended to be created between the management and the hirer, and no relationship of landlord and tenant exists between them,
26. The hirer is reminded that they are responsible for any accident or injury arising out of the activity for which they have hired the room. It is the responsibility of the hirer to ensure that the room is safe for the purpose for which they intend to use them. The hirer must, in the event of an accident, complete the accident book located in the hub office.
27. The operators of Firs Farm Community Hub, regards the safe care and protection of children and vulnerable adults as of the utmost importance. Groups that hire or use the premises are expected to share this concern and make appropriate provision for the protection of children and vulnerable adults within their care. In confirming the booking the hirer agrees to abide by the operators' Safeguarding Policy and agrees that all concerns relating to abuse of vulnerable groups will be reported to the relevant statutory authority.

Home Care Preferred Social Enterprise

Firs Farm Community Hub

Firs Farm Playing Fields

Firs Lane

London N21 2PJ

T: 020 3345 4316 www.firsfarmcommunityhub.com

FIRS FARM COMMUNITY HUB

INCORPORATING

Home Care Preferred Social Enterprise: Hub Management, events & operators

Friends of Firs Farm: Hub proprietors

Leons Café: Café operator

