



FIRS FARM COMMUNITY HUB – Terms and Conditions



# FIRS FARM COMMUNITY HUB

Thank you for your interest in our lovely new hub and potentially hiring a space with us.

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 new 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



# FIRS FARM COMMUNITY HUB

## TERMS AND CONDITIONS

1. All bookings must be paid in full at least 14 days before the event date.
2. A refundable deposit for parties and events must be paid at least 14 days before the event date. Refunds will be processed no later than 7 days after the event date, provided that all terms and conditions have been adhered to.
3. All refunds are at management's discretion.
4. 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 by prior arrangement and agreed at the time of booking.
5. The hirer will ensure any food and drinks brought into the hired room are consumed in the room and not in other areas, including outside seating areas.
6. The hirer will be required to provide the hub operator with full details of food and beverage that they plan to bring to the hub.
7. The hirer shall not use any heating/cooking equipment without written permission from the hub operator.
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 persons 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 of the room does not include use of 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. Other than parties, events the hirer shall leave all areas used clean, swept, and tidy at the end of each occupation of the hall, put furniture back to its original place, and ensure that any areas used are left clean and tidy.
17. For parties and events, the hirer shall leave the premises in a tidy condition
18. For parties and events, the hirer shall pay a cleaning fee. This amount will be agreed in advance and must be paid 14 days before the event date.
19. The hirer shall remove all rubbish from the premises (other than small bins in the events rooms).
20. The hirer shall ensure all windows and doors are closed and locked, and lights and appliances turned off at the end of each occupation of the room.



21. The management accepts no responsibility for any property left on or in the hub during or after the hiring.
22. 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.
23. 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.
24. 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 be responsible for them at all times.
25. 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.
26. The hirer shall, if selling goods on the hall, comply with all relevant fair-trading laws and any local code of practice issued in connection with such sales.
27. 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.
28. 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 it. The hirer must, in the event of an accident, complete the accident book located in the hub office.
29. 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: 0203 345 4316 [www.hallbookingonline.com/firsfarm](http://www.hallbookingonline.com/firsfarm)

### **FIRS FARM COMMUNITY HUB**

#### **INCORPORATING**

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

**Friends of Firs Farm:** Hub proprietors.

**Leons Café:** Café operator.



