

FIRS FARM COMMUNITY HUB – HIRE FEES



# 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

## THE NASTRI ROOM

- ROOM SIZE: 11.94m x 5m (39 ft x 16ft 4")
- MAXIMUM CAPACITY SEATED 50
- MAXIMUM CAPACITY STANDING 60
- PROJECTOR & SCREEN (additional hire cost)
- PA SYSTEM (additional hire cost)
- 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

<b>MON TO THURS</b>	<b>8AM TO 5PM</b>	<b>5PM TO 10PM</b>
Small Exercise Classes	<b>£19</b>	<b>£22</b>
Other events (Parties, training, seminars)	<b>£30</b>	<b>£35</b> minimum 2 hours
<b>FRIDAY</b>	<b>8AM to 2PM</b>	<b>2pm to 10pm</b>
Small Exercise Classes	<b>£19</b>	<b>£50</b> minimum 2 hours
Other events (Parties, training, seminars)	<b>£30</b>	<b>£50</b> minimum 3 hours
<b>SATURDAY &amp; SUNDAY</b>	<b>8AM TO 12PM</b>	<b>12PM TO 10PM</b>
Small Exercise Classes	<b>£30</b>	<b>£50</b> minimum 2 hours
Other events (Parties, training, seminars)	<b>£45</b>	<b>£55</b> minimum 3 hours



## LEON'S CAFÉ & TERRACE AREA

- MAXIMUM CAPACITY SEATED 50
- MAXIMUM CAPACITY STANDING 60
- PROJECTOR & SCREEN (additional hire cost)
- PA SYSTEM (additional hire cost)
- FREE GUEST WI-FI

### PLEASE NOTE:

**LEON'S CAFÉ AREA ONLY INCLUDES THE SEATING AREA, NOT USE OF THE KITCHEN OR SERVERY. WE CAN GIVE QUOTATIONS FOR CATERING YOUR EVENT BOTH IN THE NASTRI ROOM (DAY & EVENING), LEON'S CAFÉ, (EVENINGS ONLY), OUTSIDE TERRACE (EVENINGS ONLY)**

### COST OF BOOKING – prices per hour

MON TO THURSDAY	6PM TO 10PM	
All events	<b>£70</b>	<b>Minimum 2 hours</b>
FRIDAY TO SUNDAY	£80	Minimum 3 hours
Cleaning Fee (not applicable for small exercise class)	<b>From £30</b>	
Set up & take down of tables & chairs	<b>From £15</b>	
Use of projector & screen	<b>£15 per session</b>	
Yamaha PA System with speakers & stands Includes setting up of speakers and mixer	<b>From £150 Plus £250 deposit</b>	
Deposit for parties and events (To cover damage etc) (payable 14 days prior to booking)	<b>From £200</b>	
CONCESSIONS CONSIDERED FOR: Charities, schools, & community groups. Subject to availability & at non-peak times. Concessions at management discretion	<b>Concessions on application</b>	



## THE WINCHMORE SENSORY & WELLNESS ROOM

- ROOM SIZE: 3m x 3.6m (9 ft 10" x 11ft 9")
- FREE GUEST WI-FI
- ROOM SUITABLE FOR: SENSOR & RELAXATION SESSIONS; MASSAGE; APPROVED WELLNESS ACTIVITIES
- Concessions considered for charities, schools & community groups & block bookings

## COST OF BOOKING

MONDAY TO FRIDAY – last booking 4pm

**£10 for 30 mins**

**£12 for 40 mins**

**£15 for 60 mins**

SATURDAY & SUNDAY

**£18 for 30 mins**

**£20 for 40 mins**

**£22 for 60 mins**

## SHOWER/CHANGING FACILITIES - available at small charge



**PLEASE ENSURE YOU READ OUR FULL TERMS AND CONDITIONS. THE FOLLOWING ARE KEY POINTS**

- All rubbish and debris must be taken from the building. Rubbish must not be left in Leon's Café bins or the Park bins. Rubbish left in any of these areas will affect the return of your deposit
- Please allow time for set up and clear away of the space you hire. We must be strict on this time due to bookings before and after your allocated time. Failure to leave the space on time will result in a minimum of double the normal hourly rate, with a minimum of one hour charge.
- All equipment and belongings must be removed at the end of the booking. Unfortunately, we do not have space to store items.
- Unless we are catering for your event, you will not have use of any kitchen facilities, including sinks, fridges, knives, glasses, cutlery, crockery, bin bags etc. **PLEASE REMEMBER TO BRING ITEMS THAT YOU MAY NEED**
- **Unless you have booked Leon's Café or The Outside Terrace, these areas are not for the use of your guests, unless they are purchasing food and drinks from Leon's Café. Failure to comply will affect the return of your deposit.**
- You agree to take responsibility for your guests during the booking and to ensure that children are carefully supervised at all times.



## TERMS AND CONDITIONS

1. All bookings must be paid for in full 14 days before the date of the event.
2. The deposit for parties and events must be paid at least 14 days before the date of the event.
3. 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 if booked separately or purchases are made from Leon's Cafe**
5. **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**
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 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 occupation of the Hall, 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
18. Other events hirers shall pay a cleaning fee. This amount will be agreed in advance and must be paid 14 days before the date of booking
- 19. The hirer shall remove all rubbish from the premises (other than small bins in the events rooms). Rubbish must not be left in Leon's Café bins or park bins. Rubbish left will affect the hirers deposit**





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 time.
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 them. 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.

### **Additional Terms & Conditions for hiring The Winchmore Sensory & Wellness Room**

1. The sensory room is designed as a therapeutic space for individuals to explore and engage with sensory equipment in a controlled and supportive environment.
2. The sensory room is intended for relaxation, therapy, and sensory exploration. It is not to be used for other purposes, such as eating, sleeping, or playing games unrelated to sensory therapy
3. Prior to the initial booking the hirer will be required to have a consultation with the Hub Operators
4. The Hub Operator reserves the right to decline a booking following a risk assessment
5. Booking must be made in advance
6. Refunds for cancellation of bookings will be at discretion of the hub operator
7. Using the Sensory Room must be supervised by a responsible adult at all times
8. A maximum number of children permitted to use the Sensory Room will be advised after the consultation with the hub operator
9. The hirer is responsible for the appropriate use of the equipment and must adhere to the instructions provided by the hub operator
10. The hirer will be liable for the full cost of any damage caused to equipment or fabric of the sensory room
11. The hub operator is not liable for any personal injuries, loss of personal items, or damage resulting from the use of the sensory room.
12. The sensory room door should remain closed and locked when the sensory room is in use.
13. The hirer only has use of the sensory room and public toilets during the booking
14. If guests are using Leon's Café or the outside terrace any food and drinks must be purchased from the café.
15. The facility reserves the right to cancel or reschedule bookings in case of maintenance, emergencies, or other unforeseen circumstances.



## **Home Care Preferred Social Enterprise**

Firs Farm Community Hub

Firs Farm Playing Fields

Firs Lane

London N21 2PJ

T: 020 3345 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.



