

Navnat Vanik Association Terms & Conditions of Hall Booking

In the interpretation of these clauses (1) the expression 'the Association' shall mean 'the Navnat Vanik Association of the U.K'. (2) the term 'Hirer' shall refer to all joint Hirers if there are more than one. (3) all words expressed in the singular or the male gender shall where the context so requires include or refer to the plural or the feminine gender thereof and vice versa.

1. At all times the Association shall be deemed to be acting by or through its officials, committee member, employees or duly authorized agents and spokespersons.
2. The association reserves the right to amend the scale charges and terms and conditions at any time.
3. The Association (Management Committee of the Navnat Association, the staff and all authorized persons) reserves to itself an absolute and unrestricted right to enter the premises at all times for the proper supervision of the hiring and for any other purposes that it may consider fit.
4. The hirer(s) must be over 18 years of age and accept(s) responsibility for being in charge and on the premises at all times of hire. The obligation and liabilities of the Hirers, if more than one, shall be joint and several.
5. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Association. Fire extinguishers must be accessible at all times.
6. All means of exit including fire exits from the premises must be kept free from obstruction and immediately available for instant exit.
7. The Hirer shall, if preparing or heating or serving food and drink, observe all relevant food Health & Hygiene legislation and regulations. The Hirer shall ensure that no unauthorized heating appliances shall be used on the premises without the consent of the Association. Portable Liquefied Gas (LPG) heating appliances are strictly prohibited and shall not be used.
8. The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises or grounds. No animals whatsoever are to enter the kitchen area.
9. No goods whatsoever are to be sold on the premises or grounds without permission of the association. The Hirer shall not carry out or permit fly posting or any other form of unauthorized advertisements for any event taking place at the premises, and shall indemnify the association against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution.
10. Terms of payment: £2000 Non-refundable deposit is payable at the time of the booking. Full Hire charges are payable 30 days prior to the date of hire.
11. When full hire charges are paid, the non-refundable deposit will be converted into a deposit for any damages, extra time, etc. (refundable after appropriate deductions, if any). Any excess will be rounded to an hour and charged accordingly.
12. The cars must be parked in the Car Park and parking instructions should be strictly observed. All entrances and exits must be kept clear at all times.

13. The hiring shall be deemed a license to occupy the premises as specified in the agreement or the booking documents. Such license shall be personal to the Hirer and shall not be assignable or transferable without the prior written consent of the Association. The Association may refuse such consent without giving any reasons.
14. The Association shall be entitled to require the Hirer to limit the number of people actually present at the function to that specified in agreement or the booking documents and to remove any excess thereof. If the Hirer does not remove then, the deposit will be forfeited. Maximum 599 people in Main Hall and 150 in the Small Hall.
15. Non-Vegetarian food and alcoholic drinks of any description are strictly forbidden and none such shall be permitted to be brought into or consumed on the premises and grounds. The premises shall not be used for gambling, for the showing of films or for holding any political meetings or public entertainment. No charge for admission to the premises shall be made and premises shall not in any case be open to public admission as such but only to those who are especially invited to the function for which the booking may have been made. No general invitation by means of a public advertisement or announcement shall therefore be issued by or on behalf of the Hirer. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities).
16. The times stated in the agreement or the booking documents must be strictly observed. In the event of the Hirer or his authorized representative not arriving within thirty minutes of the time of commencement of the hiring, the premises may be secured and the hiring treated as canceled. In such an event no person may be admitted to or permitted to remain on the premises and Association shall not be liable to refund of the hiring charges or any part thereof.
17. Where the function involves a gathering of children under the age of seventeen years, an adult must be in charge and remain on the premises throughout the period of the hire. If the function terminates sooner than specified time, the responsible adult person must remain on the premises until the care-taker or other authorized official or agent of Association arrives to lock up the premises.
18. No furniture, instruments, equipment or other chattels belonging to the Hirer may be left or stored on the premises and no vehicles shall be parked on the grounds except as may be authorized by the Association.
19. Nails, tacks, screws, etc. shall not be driven into any of the walls, floors, ceilings or fittings and no preparation shall be used for polishing the floors. No alteration or addition to the electrical installation shall be made.
20. The Hirer shall ensure that the premises are used in an orderly manner and for the purpose only for which they are expressly hired. He shall reimburse the Association the cost of making good any damage to the premises arising from the hiring, however caused.
21. The Hirer shall at the conclusion of the Hiring remove all the refuse and other materials and equipment belonging to the Hirer or his party and hand back the premises in a clean and tidy

condition to the care-taker or other official or agent of the Association. The Association reserves the right to charge additional costs incurred due to the negligence of the Hirer.

22. The Hirer shall ensure that no person attending or participating in the function causes any obstruction, annoyance, nuisance or commit any unlawful act whether on the premises or in the immediate vicinity thereof and that minimum of noise is made on arrival and departure, particularly late at night and early morning. The Association reserves the right to remove any such offending person from the premises using reasonable force if necessary.
23. Where only part of the premises as a whole is hired, the Hirer shall ensure that his party do not encroach upon or obstruct other areas of the building s and grounds comprising of Navnat Community & Sports Centre.
24. The Association shall not be liable for any loss of or damage to any goods, vehicles, chattels or effects belonging to the Hirer or members of his party (whether invited guests or gatecrashers) nor for any personal injury to or death of any such or other people present at the function from or by whatever cause nor will the Association accept responsibility for any breakdown, leakage, fire or accident rendering necessary any closure of the premises or a temporary interruption of the function or for any loss, damage, injury, repairs or renewals consequent upon or arising from any such breakdown, leakage, fire or accident. The Hirer should take insurance cover for all liabilities.
25. The Association shall not be liable for the failure of gas, electricity or water supplies.
26. Any kind of Fireworks or Party Poppers or Confetti Poppers are not allowed on the premises.
27. Playing of Drums not allowed outside the Halls.
28. The Hirer(s) should acquaint themselves with fire exits and assembly points and first aid boxes in event of emergency prior to the event. All Accidents should be recorded in the logbook.
29. **Respect and Conduct Towards Staff**
All hirers, their guests, contractors, and representatives are expected to treat Navnat Centre staff with respect and courtesy at all times. Any form of abuse—whether verbal, physical, written, or otherwise—towards staff will not be tolerated under any circumstances. In the event of abusive or inappropriate behaviour, the Navnat Centre Team reserves the right to take immediate action, including but not limited to termination of the hire agreement, removal from the premises, and/or reporting the incident to relevant authorities. No refunds will be issued in such cases.