

# Acorn House Community Space booking form and use agreement

## Booking information

Purpose  
of hire:

Start date:

End date:

No. of days:

Start time:

End time:

No. of hours:

## Information about hirer(s)

Name of user (key holder):

Name of secondary user  
(key holder):

Name of organisation  
(commercial booking only):

Address of user  
(Acorn House flat number):

Telephone number:

Email address:

Hirer's signature:

Secondary hirer's signature (if applicable):

Date:

Date:

I have read the terms and conditions of hire and agree to abide by them.

**Please note:** Persons applying for use of these premises **must** read the terms and conditions of hire (set out on pages 4 to 6 of this form). By signing this agreement, the hirer confirms they have read the Terms and Conditions and agrees to them.

This booking form and completed Usage Agreement should be returned by the hirer to [xxxxx@newlon.org.uk](mailto:xxxxx@newlon.org.uk).

**For office use only**

Authorised by:

Item	Amount paid	Date	Notes
Deposit			
Receipt number:			
No. of attendees:			
Additional notes:			

## Agreement for use

### Hall hire rates

#### Total hire cost (excluding deposit) - commercial booking only

Total hours:  Total costs:  + £100 =

- A deposit of £100 is payable at the time of booking and is refundable no sooner than seven days after the booked event has taken place.
- A rolling deposit of £190 is payable at the time of booking for a regular/ repeated hire and is refundable seven days following the final use
- Deposits must be paid in advance.
- **There are no parking facilities at Acorn House, which is on a TfL red route.**
- Number of people in the community space including the adjoining roof terrace shall not exceed 25 people.
- Newlon Housing Trust will ensure that the premises are clean and ready for use.
- The premises must be left as found by the user.
- After use the community space should be clean and ready for re-use.
- The space should be vacated on time. The user must allow adequate time for preparation, clearing up and cleaning.
- **Any damage to the premises and additional costs may be invoiced to the hirer and recovered by Newlon Housing Trust.**
- **Smoking and/or vaping is not permitted.**

Hirer's signature:

Date:

Staff signature:

Date:

## **Terms and conditions for the use of Acorn House Community Space**

### **Booking administration and payments:**

- A booking form is required for the use of the space. Use will not be permitted without a signed booking form and the acceptance of the terms and conditions.
- Time of booking will be held with payment of deposit and full booking will be confirmed only on receipt of a signed agreement.
- Applications for venue hire will be accepted only if the nature of the function is considered appropriate by **Newlon Housing Trust** in line with current legislation (in particular, events or activities should not contravene the Equality Act 2010). The hirer cannot use the hall for any illegal or immoral activity or for encouraging or promoting harmful or offensive activity. Moreover, the Centre cannot be used for any event or activity which may cause nuisance, annoyance or damage to the property or surrounding neighbourhood. The Community Space is not to be used for the purposes of promoting extremist views (that may contravene the Counter-Terrorism and Security Act 2015). Staff of the Newlon Housing Trust reserve the right to refuse bookings should they fall outside of the standards listed above.
- Where a booking is made for personal/ private use by an Acorn House resident, their family and guests, there will be no charge for the use of the Community Space.
- Bookings for commercial use must be agreed in advance with Newlon Housing Trust and will be charged at £20 per hour.
- The Community Space is not designed for us as a creche and bookings for this purpose will not be accepted.
- Only the user and the second signed name on the agreement are permitted to hold the allocated keys and/or access code.

### **Times of use:**

- The Community Space is available for use between 8am and 10pm, Monday to Sunday except on public holidays.
- All hall hire activities must cease by 10pm, with 30 minutes allowance given for clearing away.
- The premises must be vacated by 10.30pm.

### **Building and property usage/hirer conduct:**

- During the summer months, hirers must reduce the volume of any audio equipment. Alternatively the hirer will be responsible for providing their own fan/cooling equipment to ensure noise impact on resident neighbours is minimal.
- When entering and exiting the Community Space, hall hirers and hall users should behave in a quiet and orderly manner so that neighbours are not disturbed.
- When vacating the space, the key/code holder must ensure that all doors are locked.
- The hirer will leave the premises in the same condition as they found them in.

### **The hirer is responsible for the conduct of all his/her function's attendees. This relates to:**

- All costs incurred including cleaning charges as a result of the room(s) or building not being left in a clean condition.
- Ensuring that the maximum number of people is not exceeded. The maximum number of people is for health, safety and fire precaution reasons.

- Reporting any damages caused during the event/function (the hirer will be held responsible if the damage has occurred during the period of hire). Proof of insurance may be requested for commercial hires. Any accidents or concerns should be reported to staff of Newlon Housing Trust as soon as possible.
- Disposing of rubbish in the outside bins.
- Leaving the premises clean and tidy (any furniture should be put back as it was found).
- Arriving and leaving at the times specified on the booking form.
- Ensuring that alcohol is not sold on the premises.
- Ensuring that guests/participants have left the building by the end of the hire period.
- Ensuring that noise is kept to a minimum at all times.
- Ensuring children are supervised at all times.
- Ensuring that individuals and groups behave in an orderly manner while using the space and the property.
- No other areas in the building are included in the use agreement. The hirer must ensure that individuals in their group do not stray into these areas.
- Smoking or vaping within the building is not allowed.
- WiFi is available and login information should be attained from Newlon Housing Trust staff. WiFi should only be used during the time of the booking and should not be used for large-scale downloading. Inappropriate use may impact the booking and may be monitored and reported to the authorities.

### **Payments and deposits:**

- The deposit of £100 is payable at the time of booking and is refundable seven days following the booking, at the earliest, following checks by staff.
- A rolling deposit of £190 is payable at the time of booking for a regular/repeated hire and is refundable seven days following the final use.
- If, for whatever reason, the booking time becomes unavailable (through no fault of the hirer), Newlon Housing Trust will refund any monies the hirer has paid in that regard.
- All monies should be payable to Newlon Housing Trust.

### **Capacity:**

- The number of people in the Community Space, including the adjoining roof terrace, shall not exceed 25.

### **Parking:**

- There are no parking facilities at Acorn House, which is on a TfL red route.

### **Breaches and charges:**

**Breaches of conduct** - each breach of conduct will result in a £20 charge on deposit. Serious or repeated breaches of conduct will result in the refusal of any future bookings by or on behalf of the hirer.

**Damages** - in the event of any damages occurring during the event/function, repair costs will be deducted from the initial deposit. If the cost of repairs exceeds the initial deposit, the user agrees to pay any excess.

**Cancellation** - should the hirer wish to cancel a booking, 48 hours' notice is required prior to the event taking place.