

## Terms and Conditions of Hire for “The Aspire Wellbeing Centre”

Hereinafter Aspire Wellbeing Centre shall be referred to as ‘Aspire’ and the Hirer named on the Booking form as ‘The Hirer’

Aspire is committed to the service it offers its Members and the local community and these terms and conditions have been formulated for the collective benefit of Aspire’s Members, the local community and The Hirer.

- 1) **Booking.** All applications for the hire of rooms must be sent to the Booking Secretary at Aspire, either by using the online bookings system (see [www.aspirewellbeing.org.uk](http://www.aspirewellbeing.org.uk)) or by completion of the Room Hire Form, available from the Booking Secretary at Aspire. The person named on the booking form shall be considered to be The Hirer. Where an organisation is named, the person signing the form thereby confirms that they do so with full authority of the organisation. The Hirer must be over 18 years of age.
- 2) **Payment.** All booking charges must be paid in full at the time the booking is confirmed. If booking online then it is possible to make the payment electronically, and receive confirmation of the booking, at the same time. If you prefer not to make the payment online then you may use the online system to make a provisional booking, which will then be reserved for a period of 72 hours, within which time The Hirer or their representative should go to Aspire Wellbeing and make the payment in full, then the booking will be confirmed.  
All bookings must be paid for and confirmed at least 72 hours before they commence.  
If you wish to make a regular, recurring booking then please contact the Booking Secretary direct (email: [bookings@aspirewellbeing.org](mailto:bookings@aspirewellbeing.org) telephone: 020 8265 3479) to discuss availability and payment arrangements.
- 3) **Further Charges.**
  - a) **Security Deposit** – A Security Deposit of £60 will be required to be paid by The Hirer in respect of all room/studio bookings. If the room/studio is left in good order, clean and tidy with no damage to Aspire’s property then this Security Deposit will be returned to The Hirer. If it is necessary to clean and restore the room to good order, then the £60 will be retained by Aspire. If there is damage to any property owned by Aspire then the £60 will be offset against the value of the damaged property and Aspire will require The Hirer to pay the remainder amount in order to repair or replace the damaged item(s). (See also section 14 below – ‘Breakages and Damage’).
  - b) **Over-run of room/studio hire** - An additional fee is payable by The Hirer for each hour or part of an hour that the room/studio is retained by The Hirer from the expiry of the contractual period until The Hirer has returned control thereof to Aspire, ready for the use of a subsequent Hirer.
- 4) **Safety.** The Hirer should be aware of the Fire Safety Floor Plan of Aspire which is on display. Hirers are responsible for health and safety issues and providing information about safety procedures, Fire Exits etc. Health & Safety Information is provided at the end of this document.  
Hirers are not permitted to enter any unauthorised areas at Aspire. Please observe safety notices regarding the stacking of chairs and tables. **Any accident must be recorded in the Aspire Accident Book** to be found in the reception area.
- 5) **Hire Charges.** The hiring charges are shown on our website and on our paper booking form.

- 6) **Cancellation.** In the event of cancellation Aspire will refund all or some of the monies paid by The Hirer as follows:

<b>Notice of cancellation</b>	<b>Refund</b>
7 days or more before date of booking	100% of booking fee and 100% of security deposit
Less than 7 but more than 3 days before date of booking	50% of booking fee and 100% of security deposit
3 days or less before date of booking	0% of booking fee but 100% of security deposit

- 7) **Right of refusal.** Aspire may refuse any application for the hire of the building without stating a reason. Aspire shall have priority over other bookings, but no organisation shall be deemed to have an undisputed right to an unbreakable series of bookings. In cases of doubt or difficulty the Booking Secretary shall refer the case to the Management Board whose decision shall be final.
- 8) **Alcohol.** Alcoholic drinks may be served free but NO sale of alcoholic drinks may be undertaken unless prior permission is sought from Aspire and an occasional Licence for the building shall be in force. No events may be advertised stating the availability of alcoholic drinks for sale without the prior permission of Aspire.
- 9) **Public Entertainments, Music & Dancing.** All the conditions attached to the Music and Dancing Licence for the building shall be duly observed. A copy of such Licence may be seen on application to Aspire and The Hirer shall be deemed to have had notice of all such conditions. **All music must cease at 9:30pm, and the building must be vacated by 10:00pm.**
- 10) **Other Licences, Theatre & Performing Rights Society.** Aspire's Licence does not cover performances of Theatrical, Ballet, Opera or Choral Works etc. The Hirer is responsible for obtaining the requisite Performing Rights Society Licence and any other licence that may be required for their intended purpose. Any such licence must be exhibited to Aspire.
- 11) **Occupation and use.** **The hire of the building is for the specific agreed times shown on the booking form and does not entitle The Hirer to use or enter the premises at any other time.** The building shall only be used for lawful activities. Aspire does not represent that the building is suitable for any particular purpose and The Hirer must satisfy themselves in this respect.
- 12) **Sub-let.** The Hirer shall not sublet the building or any part thereof.
- 13) **Advertising.** All advertising of events should conform to the conditions of hire. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, social media, internet websites, and all other forms of media. Advertising which contravenes the conditions of hire may result in the forfeit of the Security Deposit.
- 14) **Breakages and Damage.** The Hirer is responsible for all damage to the building, equipment, furniture and property in the building & grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings. The Security Deposit will be retained as part payment were appropriate.
- 15) **Culpability.** Except for wilful negligence on the part of Aspire, Aspire shall not be responsible for any loss of, or damage to, The Hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or

happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify Aspire against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.

- 16) **Entry**. The right of entry to the building is reserved to Aspire and any other agent of Aspire and any police officer at any time during the hiring.
- 17) **Conduct and Good Order**. The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times The Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.
- 18) **Cessation of activity**. Aspire or Committee Member(s) reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.
- 19) **Condition on vacation**. On vacation of the building, The Hirer shall leave the building in a clean and orderly state and all empty bottles, cans, paper, food debris and any other waste matter must be cleared from the building and suitably disposed of in the receptacles provided. The hall and toilet areas must be left in as clean a condition as found. The security deposit monies will be refunded after a satisfactory inspection of the building by a member of the Management Committee.
- 20) **No additions to the building**. No fixtures/fitments of any kind shall be driven into any part of the Building nor shall any placard or other articles be fixed hereto.
- 21) **Animals**. The Hirer shall ensure that no animals except guide dogs are brought into the premises.
- 22) **Property** of The Hirer and The Hirer's agent must be removed from the building within 15 minutes after the expiration of the hiring or fees will be charged for each hour or part thereof until the same is removed.
- 23) **Signage**. The Hirer shall remove any sign, flag, emblem or other decoration displayed by The Hirer outside or inside the building if in the opinion of Aspire or Committee Member it shall be unseemly or expose the building to an undue risk of fire or in the opinion of Aspire or its agent is likely to lead to disturbance or a breach of the peace.
- 24) **Fire Exits**. No exits may be blocked, chairs or other obstructions must not be placed in corridors or fire appliances removed or tampered with, and fire doors must not be propped open.
- 25) **Lighting**. No additional lights or extension from the existing electric light fittings shall be used without the previous consent of Aspire.
- 26) **Electrical equipment**. All electrical equipment used on site must be PAT tested beforehand by a certificated electrician.
- 27) **Stage shows**. Any show involving the use of scenery or the like on stage is subject to the inspection and approval 14 days prior to the engagement by the local Authority and, if appropriate, Fire Brigade. Evidence of such approval must be provided to Aspire.

- 28) **Capacities.** The maximum number of persons allowed in the building at any one time is 100, with a maximum of 100 standing/dancing or 80 seated at tables.
  - 29) **Smoking.** Smoking is NOT permitted in any part of the building at any time.
  - 30) **Keys.** If Keys are issued out they must be returned to the Booking Secretary immediately after the event.
  - 31) **Hire Period.** The hire period is the time that The Hirer commences and finishes using the room/studio/hall. It includes the time taken for setting up and clearing up. Any over-run will be charged for, as described in section 3b above– **Over-run of room/studio hire.**
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**The Hirer confirms that he/she is authorised to sign this Agreement.** By signing this Agreement you agree to be bound by its terms and conditions. If you are making this booking through our online booking system, then you should indicate that you have read and agreed to these terms and conditions where requested.

**Please read these terms and conditions carefully.**

**Signed by The Hirer:**

Signed: .....

Name: .....

Date: .....

**Signed for and on behalf of Aspire:**

Signed: .....

Name: .....

Date: .....

Below are the contact details for the centre:

**Aspire Health and Wellbeing Centre**

1 Park Hall Road  
 West Dulwich  
 London  
 SE21 8EH

Tel: 020 8265 3479  
 Email: [bookings@aspirewellbeing.org](mailto:bookings@aspirewellbeing.org)  
 Website: [www.aspirewellbeing.org](http://www.aspirewellbeing.org)

## Aspire Health and Wellbeing Centre CIC HEALTH & SAFETY INFORMATION

### Fire

A Fire risk assessment has been carried by Aspire. The assessments have identified the controls in place for fire safety. To ensure that these controls are met the event organiser will be responsible for persons under his/her control whilst on site and must notify their group members of the fire arrangements for the building, i.e. nearest exit door and assembly point.

### Fire Instructions

What to do if you discover a fire:

- Raise the alarm immediately by pressing on of the break glass points
- Leave immediately by the nearest safe exit route, move quickly but do not run
- Aspire staff will check (if safe to do so) that everyone has been evacuated from the building
- Report to the designated assembly point which is located on the corner of Chesnutt Grove and Park Hall Road
- Stay outside the building and await the arrival of the Fire and Rescue Service and only return to the building when a member of staff in conjunction with the Fire Chief gives the all clear.

If you hear the alarm or are warned of a fire:

- Leave by the nearest safe exit route, move quickly do not run.
- Assist any person needing assistance.
- Report to the assembly point which is located outside the main entrance
- Stay outside the building and await the arrival of the Fire and Rescue Service and only return to the building when a member of staff in conjunction with the Fire Chief gives the all clear.

### Disabled Access/Egress

Aspire Wellbeing Centre is accessible for all members of the public. A positive approach has been taken in safeguarding the safety of staff and disabled visitors and in the event of a fire evacuation wheelchair/mobility impaired users can be evacuated in a wheelchair by staff/designated person. Where the event organiser has a disabled member(s) in their group, they should notify/liaise with Aspire staff as soon as possible to ensure fire and evacuation procedures are adhered to.

### Accident/Incident Book

Details of accidents which result in an injury must be entered in the accident book. This is a requirement of the Social Security (Claims and Payments) Regulations 1979. The accident book is kept at the main reception desk. Any member of staff can make an entry in the accident book either following an accident to themselves or on behalf of the injured person or incident having taken place.

### First Aid

First aid box is located in the community area, and designated areas around the building. Please check nearest first aid box for your location.

### Risk Assessments

Risk assessments are completed for activities undertaken on site and are kept on file.

### Hazardous Substances

An inventory of all chemicals kept on site is maintained and updated. Appropriate control measures are identified for all hazardous substances in the form of risk assessments and kept in a lockable cabinet. All cleaning supplies are stored away appropriately.

### Electrical Equipment

All electrical equipment kept on site is subject to regular inspection and testing. An inventory of all electrical equipment is available. Should you use your own electrical equipment whilst on site, you must ensure it is safe (i.e. through an inspection and testing regime) before it is connected to our electrical supply. Please refer to Terms and conditions for hire.

### Facilities

Toilets are available on both sides of the building but possibly restricted to the toilets nearest the room hired.

### Further Information and Advice

For further details regarding the hire arrangements please contact reception: 0208 265 3479.

Last Updated 23/08/2016