

Streatham Common Community Garden Agreement for Hire of the Education Room

Thank you for your interest in hiring the Education room at Streatham Common Community Garden, (SCCG). This is a resource that we want people to use safely and responsibly so it can continue to be enjoyed by our community. All bookings are at the discretion of SCCG and we reserve the right to refuse an application without giving a reason.

You are asked to read through the following terms carefully, sign and return one copy as confirmation of your agreement, together with a copy of your public liability insurance certificate, please see paragraph 9 below. Please keep a copy of the terms for reference.

1. The person signing this form will be considered as the hirer. You must not sub-let the premises to another person or group.
2. The maximum number of people that can be accommodated is 15.
3. The hire is limited to the Education room and its immediate surrounding and use of the on-site toilets. Please note:
 - The onsite toilets are out-houses and not in good condition; hirers should consider viewing them to check their suitability for their planned event before confirming their booking of the education room.
 - There are no disabled toilets on site.

The hire does not give access to the offices/ kitchen or the community garden in full, apart from access, unless agreed by a Trustee and set out in the special conditions below.

4. The cost of hiring the room to be £20 for the first hour and £15 per hour thereafter. The hire of the room includes up to 30 minutes on either side of the event for setting up/clearing away. If further time is required for these activities, this will be charged pro-rata of the hourly rate. In addition, we will require that the hirer to pay a £50 deposit, which will be refunded after the event; unless damage to the room occurs. In such circumstances appropriate deductions to this refundable deposit will be made

The total cost of your hire is shown below, including the £50 refundable deposit. Payment must be made in full, in advance of the hiring date via bank transfer to:

Bank.	Co Operative Bank
Account Name.	Streatham Common Community Garden
Account No.	65525232
Sort Code	08-92-99

5. Unless the garden is open for another purpose; at agreed times the garden and the Education room will be unlocked and locked by a Trustee or person nominated, e.g. colleague from SCCoOP. The hirer will not hold keys, unless he/she is also a Trustee.
6. During the period of hiring, the hirer will be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, and the behaviour of all persons using the premises.
7. The hirer shall be responsible for leaving the education room and its immediate surrounds in a clean and tidy condition and be the point of contact for post event queries from attendees, lost property etc.
8. By signing this agreement, the hirer confirms that where the education room is used for an event attended by children or vulnerable adults, appropriate safeguarding arrangements will be in place.
9. By signing this agreement, the hirer confirms that he/she holds an appropriate level of public liability insurance that covers the event; including, (but not limited to), injury to members of the public, or accidental damage to their property while the premises are being hired. A valid and up to date copy of the hirer's public liability insurance should be provided by the hirer with the signed copy of this agreement.
10. The hirer must take responsibility for the health and safety of those attending an event, noting:

Risk Assessment

Prior to the start of an event the hirer must complete a health and safety risk assessment, with a Trustee (or person nominated), and take appropriate actions to mitigate risks identified.

Fire and Emergency Contact

On the day of hiring, the hirer will be asked to read through the fire precautions and sign that these have been understood. A copy of the fire precautions is provided for information with this agreement. The fire precautions are also set out in the education room, including the location's address if the emergency services need to be called.

First Aid Box

The education room contains a basic first aid kit.

Accidents:

All accidents must be reported in the Accident book (next to first aid kit) and signed by a witness.

Equipment

Electrical or other equipment brought into the room must be PAT tested, (Portable Appliance Test) with appropriate certification, safe for use and be properly maintained. SCCG reserve the right to not allow additional equipment to be brought in which we deem may be unsafe.

11. There is no drinking water within the Education room. SCCG will provide a large thermos of hot water and one of cold. The hirer may bring soft drinks. The hirer will only be given access to the kitchen/ office with the agreement of a Trustee and as set out in the special conditions below. Where agreed, access should be limited to the hirer and persons under their direct supervision; as the kitchen/ office contains gardening tools and other items that may pose a risk.
12. These are not licensed premises and no alcohol can be sold. Should the Hirer wish to bring alcoholic drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking, see special condition below.
13. There is no car parking on site. There is a public car park on Streatham Common or street parking in Covington Way. Disabled access to the site will be via the top gate to the Community Garden which will be opened with prior agreement with a Trustee. However, some of the paths may not be suitable for some wheelchair users and those with restrictions to their mobility. Hirers should consider viewing the site to check suitability for their event attendees before confirming their booking of the education room.
14. **Special Conditions related to this booking:**

Please complete the form overleaf in full and return to the Trustee's e-mail shown. Once we receive we will e-mail you to finalise the details on opening and closing the premises

Streatham Common Community Garden Casual Hire of the Education Room – General Conditions

Name of Event

Date of Event

Short Description of Event

Time: (exclude up to 30 minutes for set up/ post event clean up)

From----- To-----

Total Hours

Total Cost, including £50 refundable deposit

Hirer's name

Hirer's organisation (if applicable)

Postal address

E-mail address

Phone number

Hirer's bank details for refundable deposit

I have read and agree to the conditions above, including any special conditions which are listed, (electronic signature is fine). I have enclosed a copy of my current public liability insurance certificate.

Signed (Hirer)

Date

Signed Trustee (SCCG)

Contact e-mail

Enc. Fire Precautions – Information for Hirers

We wish you a very happy event!