

Manor Gardens Welfare Trust - Room Hire

Please Note

The rooms have been risk assessed and this will be provided to those who book, who will also be expected to provide us with their own Risk Assessment of their activity (**see pages 9,10,11**).

Public Health Guidance for Community events in Camden and Islington
Camden and Islington Public Health Team

November 2021: Version 1 (**see pages 12, 13 & 14**).

Room Hire

Manor Gardens Welfare Trust has several meeting spaces which are available for hire by external organisations on an hourly, half-day or daily basis.

To make a room booking at Manor Gardens Centre email the Centre Manager, Norma Parsad norma@manorgardenscentre.org or admin@manorgardenscentre.org. To make a booking for Hornsey Road Children's Centre, email Centre Manager Beverley Foster Beverley.Foster@islington.gov.uk or hrcc@manorgardenscentre.org

Rooms are hired out during the week between 9.00am and 9.30pm and at the weekend between 9.30am and 9.30pm. You must ensure that your booking time includes your set-up and clearing up times, as another group is often booked in immediately before or after your booking. If you overrun, you may be charged a full hour for any extra time. Evenings bookings must be finished and cleared up before 10pm as this is when the building is locked up. The rooms contain folding tables and chairs. Please make sure you book enough time to set them up how you want.

You can book by the hour but our half-day rate (4 hours) and day rate (8 hours) may work out cheaper. All bookings include:

- Flipchart with paper and pens
- Free Wi-Fi
- hot and cold water cooler (**Room Hire only**)
- Urn
- Disposable cups
- Sanitizing/cleaning materials

You can also hire our audio visual equipment for an additional cost, email admin@manorgardenscentre.org for further details (for i.e. cost)

Refreshments: you may bring your own food and drinks and use the urn in the Training room and The Dame Geraldine Hall. Organisers are responsible for disposing of and cleaning. There is a small kitchenette at Hornsey Road.

Our rooms are wheelchair-accessible. Please discuss any special needs you have when making your initial booking so that we can give you the best space for your needs.

Our small car park at Manor Gardens is not available for visitors, unless there are particular requirements and this needs to be pre-arranged. There is paid-for parking on the street outside

Manor Gardens and free parking on the other side of Holloway Road. There is no parking at Hornsey Road except for deliveries.

We require you to carry out a risk assessment for your event or activities. This will ensure that you have assessed the risks of accessing the space (e.g. if you have people attending with disabilities), the facilities available, the activities you intend to carry out and the capacity of the room. You may be asked to provide a copy of this with your booking form. Our premises are used at your own risk and you are responsible for the health and safety of your group and for ensuring that all users adhere to our terms and conditions. We reserve the right to terminate your booking if your group contravenes our terms and conditions or if there is a danger to health and safety of building users.

Children must be supervised at all times. Our spaces may not be suitable for some activities involving children and you should enquire at the time of booking. We do not accept bookings for parties.

For regular users and for some activities, this may require public liability insurance. We may require to see a copy of your public liability insurance, to be enclosed with your booking form. We reserve the right to refuse a booking if the risk assessment and insurance are not made available.

Our Fire Evacuation Plan is available in all rooms and next to the doors. Our fire alarms are tested at 10am every Wednesday morning at Manor Gardens and 7.40am every Friday at Hornsey Road. If you hear the alarm at any other time you are responsible for arranging the evacuation of your group to the muster point in a safe and timely manner. Please familiarise yourself with the instructions and make your group aware of the fire exits. Fire exits must be unobstructed at all times.

We expect you to leave the room in a clean and tidy state, ready for the next person. If the room is not left in a satisfactory condition Manor Gardens Welfare Trust may charge a minimum of £50 towards the cost of cleaning. We provide bin bags and cleaning equipment in each room to enable you to clear up properly. Tables and chairs must be stacked away. All urns, heaters, air conditioning and other appliances must be turned off at the socket. All windows must be closed and the doors locked.

Manor Gardens Welfare Trust is a secular and non-campaigning charity. We reserve the right not to rent space to organisations who contravene our equal opportunities policy.

Costs are detailed in Room Hire charges at the end.

We will consider reduced costs for community groups with limited funding; please enquire in regard to this.

ROOM HIRE TERMS AND CONDITIONS

General Conditions of Letting

Definitions:

“The Hirer” means the person signing the contract for hire. Where an organisation is named in the contract that organisation shall also be considered the hirer and shall be jointly liable with the person who signed the contract.

“The Premises” means the building or part of the building booked and referred to in the contract

“The period of hire” means the date(s) and time(s) for hire referred to in the booking form, contract and other correspondence.

“The Authorised Officer” means the MGWT Centre Manager or any person or persons nominated by him/her.

GENERAL CONDITIONS:

1. The hirer shall not use the premises, or permit the premises to be used for any other purpose other than for the purpose or purposes specified in the contract. The hirer will be responsible for the conduct and behaviour of all people attending their event.

2. The hirer shall take good care of, and shall not cause any damage or permit any damage to be done to the premises, or any part of the premises or the fixtures, fittings and equipment on the premises or to any part of the building of which the premises form part or any other building or structure within the curtilage of the building, and any damage caused or permitted by the hirer, his/her servants, agents, contractors or any other person resorting to the premises by reason of his/her hire of them shall be made good by MGWT at the cost to the hirer and the hirer shall inform the Centre Manager of any such damage as soon as practical and the hirer shall confirm it in writing within 24 hours of its discovery. The cost of such damage shall be certified by the Authorised Officer whose decision shall be final.
3. The hirer shall be liable for and shall indemnify MGWT again all actions, proceedings, claims, damages, charges, costs, expenses whatsoever brought or made against MGWT in respect of any damage, theft or loss of property, goods, articles or things placed, deposited, brought into or left upon the premises or other part of the building of which the premises forms a part either by the hirer for his use or by any other person using the premises by reason of his/her hire unless due to the negligence of MGWT, their servants or agents.
4. MGWT shall not be liable for any loss due to any industrial action, breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restrictions or any other circumstances beyond its reasonable control, which may cause the premises or any part thereof to be temporarily closed or the hiring to be interrupted or cancelled, nor for any failure of the hirer to gain access to the premises unless due to negligence of MGWT, their servants or agents.
5. The hirer shall be liable for, and shall indemnify MGWT against all actions, proceedings, claims, damages, charges, costs expenses whatsoever brought or made against MGWT in respect of any personal injury to or the death of any person arising out of or in the course of the hire of the premises by the hirer, unless due to negligence of MGWT, their servants or agents.
6. The Authorised Officer or other employees of MGWT can refuse the right of entry at any time during the hire period.
7. The hirer, employees, agents and contractors shall, during the period of hire and during such other times as they, or any of them shall be in the premises for the purpose of the hiring comply with all requirements of the Authorised Officer.
8. The hirer shall, during the period of hire be responsible for:
 - a) the efficient supervision of the premises, including the orderly and safe admission and departure of persons to and from the premises and assisting the Authorised Officer in the orderly and safe clearance of the premises in case of emergency
 - b) keeping the premises safe and ensuring good order and decency is maintained
 - c) keeping the conditions imposed from time to time by the Fire Officer and ensuring that all doors giving exit from the premises shall be kept unlocked and unobstructed, and immediately available for exit during the whole time the premises are in use and no obstruction shall be place or allowed to remain in any corridor giving access to the premises.
9. If you fail, in the opinion of the Authorised Officer, to comply with clause 8 he/she shall be permitted to suspend or terminate the function for which the immediate clearance of the premises may be required. MGWT will not be liable for any damages arising from the termination or suspension unless arising directly from MGWT's negligence.
10. No animal, other than an assistance dog, may be brought on to the premises or into the building without the prior consent of the Authorised Officer.

11. The hirer and his servants, agents, contractors and others allowed on the premises by reason of its hire shall leave the premises by the expiry of the hire period. If they have not, the hirer will be required to pay MGWT a surcharge amounting to the MGWT's normal hire charge for full hours for the premises until the premises has been cleared.
12. No alterations or additions to the premises, the fixtures, fittings, scenery and/or equipment or the decorations at the premises shall be carried out.
13. No blutak may be used or nails, or fixing or any kind shall be driven or put into any wall, floor, partition, pillar, ceiling, fitting or furniture of any kind.
14. The use of any equipment provided by MGWT is at the risk of the hirer and MGWT will accept no liability or responsibility for it unless any damage to it is due solely to the negligence of MGWT or its employees.
15. The hirer shall be wholly liable and responsible for any loss or damage to the premises or any part of it or its fixtures or fittings or to any of MGWT's equipment used by him/her or by persons permitted on the premises by reason of his/her hire.
16. No furniture or fittings or equipment shall be moved or removed by the hirer.
17. No bills, placards, posters or notices of any description shall be posted on or against any part of the exterior of the premises or inside the premises.
18. The hirer shall not permit the use of any naked lights.
19. The hirer shall not bring or permit to be brought onto the premises any weapons, explosives, inflammable material, fireworks or other pyrotechnics not sue or permit the use of any naked lights in any part of the premises.
20. The hirer shall not bring or permit to be brought onto the premises any electrical appliance or additional lighting effect without the prior written consent of the Authorised Officer, who may as a condition of his/her consent require that before any such electrical appliance and/or additional lighting effect is used it shall be inspected and approved by a competent electrical engineer nominated by MGWT.
21. Alcohol or drugs may not be brought on to or consumed on these premises.
22. The hirer shall not be entitled to grant sound, television broadcasting or filming rights without the prior written consent of the Authorised Officer.
23. MGWT will, at its own expense, provide for the normal heating and normal lighting of the premises (but not further or otherwise), but shall not be responsible for any failure thereof or defect to the heating and/or lighting or loss or damage resulting therefrom unless due solely to their negligence or the negligence of their servants or agents.
24. All furniture, apparatus, appliances, equipment and other supplies brought or sent to the premises by or on behalf of the hirer shall be unloaded, placed in position and removed by the hirer at such time or times as the Authorised Officer may direct.
25. The hirer shall not assign or sublet any interest in the premises or any part of it and shall not use the premises for any other purpose than that set out in the contract.
26. The hirer shall observe and comply with the terms, conditions, restrictions and requirements of any Act of Parliament, Statutory Instrument, Regulations or Licence under which the premises or any part therefore may be used, and shall not do or permit to be done, or permitted in or about the premises any act or thing whereby such Act of Parliament, Statutory Instrument, Regulations or Licence may be liable to be suspended or forfeited or the renewal or transfer thereof refused or endangered and shall indemnify MGWT and any person in whose name any Licence may be held on their behalf against

any loss of revenue, benefits, damages, costs and expenses that may be incurred by then or him/her owing to the breach, non-observance or non-performance of any such terms and conditions and restrictions and requirements aforesaid.

27. Cancellation:

- a) Bookings cancelled between 30 and 21 days of the event will be subject to a cancellation charge of 10% of the total room hire cost.
- b) Bookings cancelled between 21 and 14 days before the event will be subject to a cancellation charge of 25% of the total room hire cost.
- c) Bookings cancelled less than 14 days before the event will be subject to a cancellation charge of the total room hire cost.

28. MGWT may cancel the hiring at any time without stating a reason, and if so MGWT shall refund to the hirer all monies paid by him/her to MGWT, any monies payable for the period of the hire unpaid at the time of cancellation shall cease to be payable unless the cancellation is due to some act or default of the hirer provided always that MGWT shall not be liable to pay any compensation to the hirer in respect of such cancellation.

I have read and understood your Terms and Conditions and agree to abide by them.

Full name
Organisation
Address
Signature
Date

PLEASE NOTE

The Training Room & DGH (Dame Geraldine Hall)

The Training room capacity has been increased to 30 people.

The DGH capacity has been increased to 12 people.

Users/hirers of the room will take responsibility for risk assessing the use and activity they are providing.

Our Guidelines

- Training room: Capacity for the room is from 12 – 30 people (no more than 30 people)

DGH meeting room: Capacity for the room is from 10-12 people (no more than 12 people)

- A record of attendees is maintained

- Ventilation is maintained (windows open) at all times when the room is in use

- Attendees are advised to monitor their health and not attend if they have symptoms of Covid-19; lateral flow testing prior to attendance

- We would request and encourage face covering when in the communal areas of the building (corridors, toilets, and kitchen areas).

Room Hire Booking Form

Organisation		
Contact Name		
Address (for invoice)		
		Postcode
Telephone	email	
Date of booking		
Time of booking	start	finish
Number of people attending		
INDOOR HIRE		
<input type="checkbox"/> Training Room <input type="checkbox"/> The Dame Geraldine Hall meeting room (DGH) [includes a small kitchenette]		
<input type="checkbox"/> HRCC meeting room [includes a small kitchenette] <input type="checkbox"/> Other		
OUTDOOR HIRE		
<input type="checkbox"/> DGH garden & DGH meeting room (includes kitchenette) <input type="checkbox"/> Wellbeing garden		
<input type="checkbox"/> Nursery garden (available only during Term times & Summer holidays)		
Purpose of room hire (brief description):		
Organisation website address:		
Name of person responsible on event day:		
Contact details (if different):		

The rooms contain folding tables and chairs. Please make sure you book enough time to set them up how you want.

No keys are required. Code(s) for the Building & Room will be sent to you by email.

Please note that we require payment in full in advance and within seven days of invoice date (Bacs transfer payment, see below for full details).

We cannot confirm your booking without a completed Booking Form and Risk Assessment.

Bank: HSBC Plc
Sort Code: 40-03-30
Account number:
41168355
Reference: Name of organisation

Rates April 2021 to March 2022

Manor Gardens Centre

Weekdays

Training Room

Capacity: 12 - 30 people (620 sq ft)

Day rate (8 hours)	£210
Half-day rate (4 hours)	£110
Hourly rate	£35

The Dame Geraldine Hall

Capacity: 10 - 12 people (450 sq ft)

Day rate (8 hours)	£200
Half-day rate (4 hours)	£105
Hourly rate	£32

Weekends

Training Room

Day rate (8 hours)	£230
Half-day rate (4 hours)	£125
Hourly rate	£45

The Dame Geraldine Hall

Day rate (8 hours)	£220
Half-day rate (4 hours)	£120
Hourly rate	£40

MGC Garden space

Wellbeing garden	£25 per hour
Nursery garden (available only during half term & summer holidays)	£25 per hour
DGH garden & meeting room (includes small kitchenette)	£32 per hour

Hornsey Road Children's Centre

Weekdays

Meeting Room

Capacity: 10 people

Day rate (8 hours)	£150
Half-day rate (4 hours)	£75
Hourly rate	£20

Weekends

Day rate (8 hours)	£185
Half-day rate (4 hours)	£95
Hourly rate	£25

Other rooms on request

How to get here

Manor Gardens, 6-9 Manor Gardens, London N7 6LA

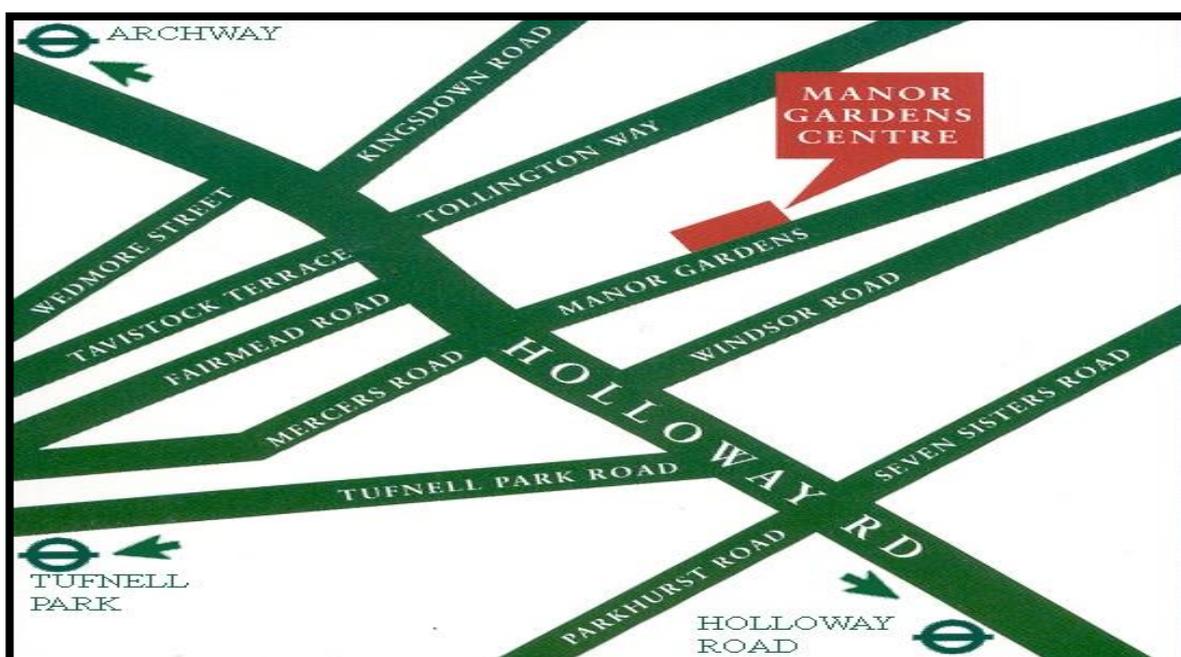
Hornsey Road Children's Centre, 8 Tiltman Place (off Hornsey Road), London N7 7EN

Tube: Finsbury Park, Holloway Road, Archway

Bus: 4, 17, 43, 91, 253, 254, 259, 271, 279

Train: Finsbury Park, Upper Holloway

Manor Gardens Welfare Trust, Registered Charity Number 1063053



Room Hire Risk Assessment Form

Name of person completing this Risk Assessment:
Organisation Name:
Event: Meeting/Training/Workshop/AGM/Other: (please state):
Tel number: _____
Email address: _____
Address:

Date(s) required:
Time(s) required:
Number of people attending:
(maximum 12-30 people in The Training Room) (maximum 10-12 people in The Dame Geraldine Hall) (maximum 10 people in The Meeting HRCC)
Room required:
The Training Room <input type="checkbox"/> The Dame Geraldine Hall (DGH) <input type="checkbox"/>
MGC Garden Space <input type="checkbox"/> HRCC Meeting Room <input type="checkbox"/> Others <input type="checkbox"/>

Refreshments: you may bring your own food and drinks. Organisers are responsible for disposing of unwanted food etc. and cleaning up.

INDOOR ROOM HIRE (the following items/equipment is available with hire): Flipchart stand, flipchart paper & pen, disposable cups, hot water urn, water cooler (hot & cold water).

ADDITIONAL COST: IT (hire of audio visual equipment) for further details for i.e. cost please email admin@manorgardenscentre.org

MGC OUTDOOR GARDEN HIRE (available on request):

Foldable chairs <input type="checkbox"/> (please state amount required)
Foldable tables <input type="checkbox"/> (please state amount required)
Disposable cups <input type="checkbox"/> (please state amount required)

1. (a) Please fill in the Risk Assessment form below and return back to admin@manorgardenscentre.org so that we can confirm your booking (s):

	AGREE	UNSURE	DISAGREE
EXIT & ENTRY POINTS: There is one exit & entrance to No.10. Can you confirm the attendees will follow signs, wear face covering & queuing if necessary etc.			
SOCIAL DISTANCE & CAPACITY: Hired Rooms: The Training room can hold 12-30 people & The Dame Geraldine Hall (DGH) can hold 10-12 people. Can you confirm that there will be no more than 30 people in the Training Room or no more than 12 in The Dame Geraldine Hall (DGH). Waiting/Common/Patio/Paths/Exterior areas: Can you confirm all attendees will wear face covering in the communal areas of the building (corridors, toilets, and kitchen areas).			
TOILET: There is 4 toilets in the building (No.10) & 1 toilet in DGH. Can you confirm that if more than one leaves the room to use the bathroom, they will practice social distance and queue outside. Practice appropriate hygiene.			
HYGIENE & FACE COVERINGS: Can you confirm that outside of the room in common areas all attendees will wear face covering and practice appropriate hygiene.			
TRANSPORT & PARKING: We have parking facilities (first come first serve), If attendees attend via public transport they will wear face covering and practice appropriate hygiene practices.			

CLEANING: We have cleaners cleaning before and after each booking. Can you confirm that anything food, drinks etc. brought into the room will be disposed and cleared by yourself after the booking.			
<i>I confirm that the details on this form are correct</i>			
Signed: _____		Date: _____	

1 (b). Considering the information, you have review and reflected on in **1 (a)**. please complete the below table reflecting further on any potential hazards.

What are the hazards?	Who might be harmed & how?	What are your doing to controls the risk?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Action by when?	Done

Public Health Guidance for Community events in Camden and Islington

Camden and Islington Public Health Team

November 2021: Version 1

Introduction

There are currently no legal restrictions on holding community events indoors or outdoors, although as an employer, by law you must protect workers and others (including contractors, volunteers, customers and other users) from risks to their health and safety. This includes risks from COVID-19 transmission. You must:

- complete a risk assessment of COVID-19 in the workplace
- identify ways to manage those risks

Doing a risk assessment will help you decide whether you have done everything you need to manage the risks of COVID-19. The Government has produced a simple risk assessment template here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002106/Risk_management_template_-_blank.pdf

Changing rates of COVID-19

Planning ahead brings added complexities because we don't know how or if Covid infection rates (potentially with flu) will change between now and the time of your event, which will affect the level of risk. For adults over 40 who have had their first two jabs a Covid booster after six months is now advised to maintain protection, but we do not yet know how many people will accept the booster which is rolling out currently. Additionally, there are people across all population groups and areas of the borough who have not yet had a first or second vaccination. You can find the most up to date information on infections and vaccinations on the Councils' websites:

- Islington: <https://www.islington.gov.uk/social-care-and-health/coronavirus-covid-19/covid-19-cases-and-deaths-in-islington>
- Camden: <https://opendata.camden.gov.uk/stories/s/Coronavirus-Covid-19-In-Camden-And-Surrounding-Bor/su29-zfnp/>

If infection rates do rise significantly, then it is possible under the Government's Plan B that events may need to take into account further requirements and restrictions.

Preparing for your event

In preparing for your event and when completing your risk assessment, we recommend that the following points be considered:

- Consider the size of the venue and the numbers that can be accommodated in a way that encourages social distancing and reduces the risk of overcrowding. You could, perhaps, consider whether the event could also be streamed to reduced numbers attending in person. Another option to manage numbers could be to have timed slots so that not everyone turns up at the same time.
- Consider how the event can be set-up to prevent crowding, for example, by modifying layouts to support social distancing, where appropriate.
- If an outside venue could be considered and arranged, this would reduce the risks considerably as outdoor spaces offer much greater ventilation. Appreciating that if you are able to find an outside space; we are approaching winter with colder weather and you may need to have a "backup plan" for bad weather, either postponement or moving to indoors.
- Maximise ventilation before and during the event by opening doors (except fire doors) and windows, or maximising the use of mechanical ventilation (if present).
- Consider potential bottle necks/ pinch points such as on entering, leaving, and collecting refreshments and consider how these could be mitigated e.g. by:

- o staggering arrival times if you are expecting large numbers
- o not having refreshments before/after, or whether these can be offered outside.
- o having one way systems
 - If your event does include a meal, consider allocating those attending a seat for the dinner and they remain in that seat throughout (i.e. reduce mixing).
 - For other seated events consider implementing an allocated seating plan to maximise social distancing and prevent crowding
 - Consider holding the event virtually where people can see a live stream - even if the event is being held in person, having the option to watch remotely maybe preferable for some who may not feel comfortable mixing with large groups
 - Singing is recognised as a risk for spreading Covid infection. Options that could be considered where singing indoors is part of the event could include:
 - A small number of performers singing – this can be done safely with social distancing between the singers and with the audience, and with other accompanying mitigation measures.
 - If communal singing is being considered, then events could ask for face coverings to be worn while singing as a mitigation measure, or at the least to ask for face coverings to be worn whilst not actively singing.
 - Events could also consider outdoor settings, such as holding outdoor carol concerts.
 - Having hand sanitiser available at entrances and other suitable points within the event area/venue and also encourage regular handwashing.
 - Reminding those attending around taking responsibility: act responsibly towards others, and where possible keeping 2m distance from others outside of family groups while queuing and moving around the event or venue.
 - Encourage the use of face coverings among those attending (including older children) and staff indoors if social distancing is likely to be difficult, e.g. because of the social nature of the event.
 - If refreshments are served, you should avoid buffet style service, and gathering whilst waiting to be served refreshments. Consider serving refreshments to attendees whilst they are seated. All food serving needs to be done by staff or volunteers.
 - Reminding staff/volunteers and attendees not to attend if they have symptoms (a high temperature, a new continuous cough and/or a loss or change to the sense of smell or taste), if they have had a positive Covid test in the ten days prior to the event, or if they are self-isolating for any reason
 - Encouraging everyone to do a lateral flow test within 24 hours of the event, and ideally another test around 3-4 days before that. This can help to increase the likelihood of any potentially infectious, but non-symptomatic, people being identified. People with a positive lateral flow test should not attend an event and should seek a confirmatory PCR test as soon as possible.
 - Encourage all those that are eligible for a vaccination, including those eligible for a booster as well as those who have not yet had a first or second vaccination, to get vaccinated ahead of the event.
 - You may wish to consider a Covid Admissions Entry Policy, particularly for larger events, which could cover the following requirements for entry:
 - An NHS Covid-19 Pass on the NHS app (or NHS COVID Pass letter) for over-18s demonstrating full vaccination (full vaccination means you have received both

doses, plus 14 days must have passed since the second dose). Find out how to set this up on the NHS app.

- An NHS Covid-19 Pass on the NHS app (or NHS COVID Pass letter) for over-18s demonstrating natural immunity, based on a positive PCR Test result within 180 days (and the 10-day self-isolation period following the result has passed). Find out how to show this on the NHS app.

- A negative NHS Rapid Lateral Flow Test registered online, taken within 24 hours of the show date. Attendees that have taken a Lateral Flow Test will need to demonstrate their negative result by showing the email or text confirmation sent to them by **the** NHS, once the test result has been registered online.

- Anyone aged between 11 and 16 who are attending the event should be advised to take a free rapid LFD test either on the morning of the event or the day before (unless they have had a positive PCR test within 90 days and have completed their self-isolation, in which case proof of a positive PCR test may be used).

Information on where parents can get test kits is available here:

- o Islington <https://www.islington.gov.uk/social-care-and-health/coronaviruscovid-19/how-to-book-a-test>

- o Camden <https://www.camden.gov.uk/nhs-test-and-trace#esjh>

- Anyone aged under 11 years will not require a Covid Pass or LFD test for entry.

The FAQs produced for the Islington Assembly Hall, which has a similar entry policy has some further information that may be helpful: [FAQS — Islington Assembly Hall](#)

Specific queries

If you have a specific query not addressed above, please contact Public Health at CIPHAmin@islington.gov.uk and we will advise further.

Whilst we are able to comment on risk assessments for larger events, please note that we cannot endorse or “sign off” risk assessments as these remain the responsibility of the event organiser.