

Manor Gardens Welfare Trust - 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 hrc@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 need 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 against 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, 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

Our Guidelines

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

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)

Reception space: Open space, One to one space, Open kitchen area

- 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).

NO MUSIC ALLOWED



Room Hire Booking Form

Organisation:		
Contact Name:		
Buyer ID no:		
Address (for invoice):		
Postcode:		
Telephone		
Email address:		
Date of booking (s):		
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"/> Reception space: Open space <input type="checkbox"/> One to one space <input type="checkbox"/> Open kitchen area <input type="checkbox"/>		
<input type="checkbox"/> HRCC meeting room [includes a small kitchenette] <input type="checkbox"/> Other		
GARDEN SPACE FOR HIRE		
<input type="checkbox"/> DGH garden space & DGH meeting room (combined) <input type="checkbox"/> Wellbeing garden space		
<input type="checkbox"/> Nursery garden space (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 (Tables or Chairs should not be removed from the Room!)

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 & Risk Assessment form.

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

Rates April 2022 to March 2023

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

Weekdays

Training Room

Capacity: 12– 30 people (620 sq ft)

Day rate (8 hours)	£221
Half-day rate (4 hours)	£116
Hourly rate	£37

The Dame Geraldine Hall (DGH)

Capacity: 10-12 people (500 sq ft)

Day rate (8 hours)	£210
Half-day rate (4 hours)	£110
Hourly rate	£34

Combined booking of DGH meeting room & garden space £34 per hour

Reception space (Open space area, One to one room, Open kitchen area)

Open Space area	35 per hour
One to one room	13 per hour
Open kitchen area	13 per hour

Weekends

Training Room

Day rate (8 hours)	£242
Half-day rate (4 hours)	£131
Hourly rate	£47

The Dame Geraldine Hall (DGH)

Day rate (8 hours)	£231
Half-day rate (4 hours)	£126
Hourly rate	£42

Combined booking of DGH meeting room & garden space £42 per hour

Reception space (Open space area, One to one room, Open kitchen area)

Open Space area	45 per hour
One to one room	17 per hour
Open kitchen area	17 per hour

Hornsey Road Children's Centre (HRCC)

8 Tiltman Pl, Hornsey Road, London, N7 7EN

 0207 527 2005

Weekdays & Weekends

Meeting Room—HRCC

Capacity: 6 people

	<u>Weekdays</u>	<u>Weekends</u>
Day rate (8 hours)	£158	£200
Half-day rate (4 hours)	£86	£120
Hourly rate	£23	£27

How to get here

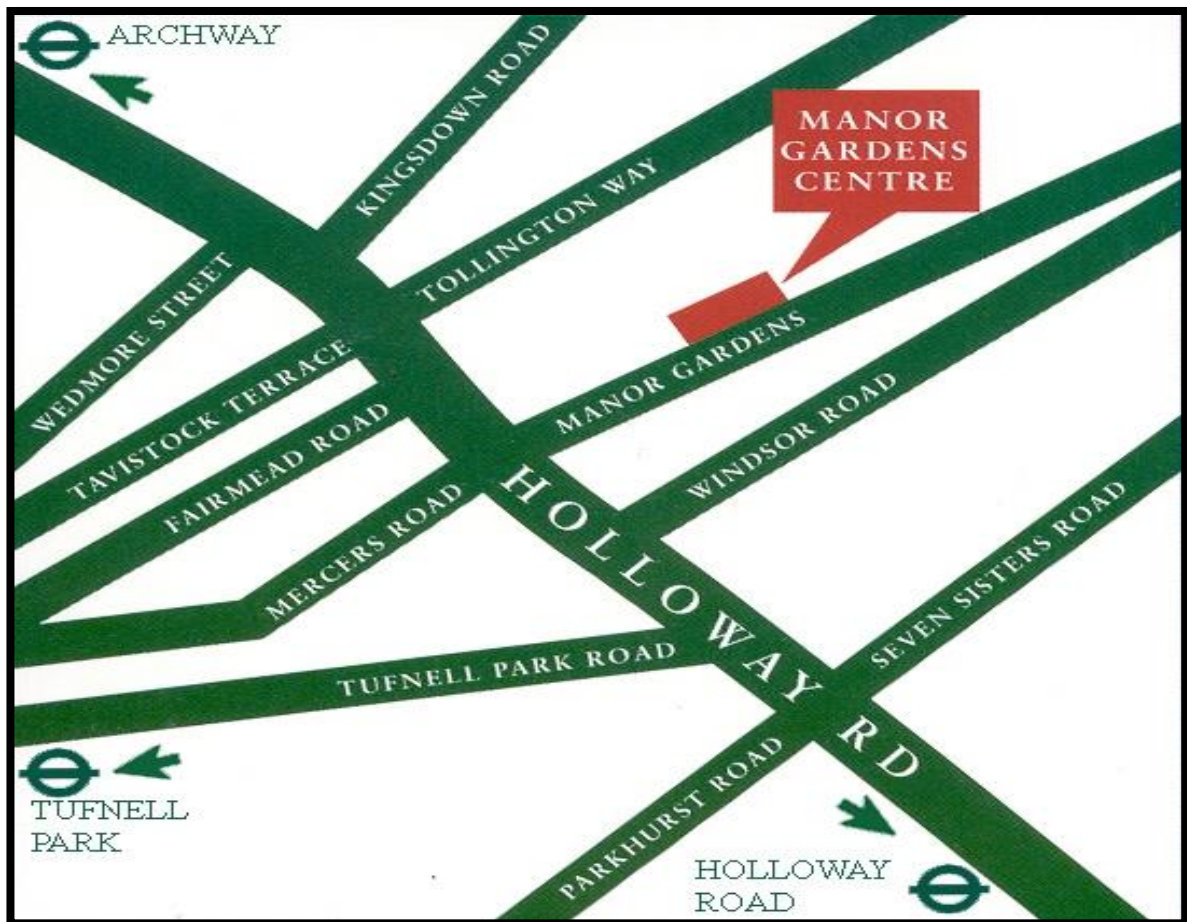
Manor Gardens, 6-9 Manor Gardens, London N7 6LA

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 6 people in The Meeting HRCC)
Rooms required The Training Room <input type="checkbox"/> The Dame Geraldine Hall meeting room (DGH) <input type="checkbox"/> <u>Reception space:</u> Open space <input type="checkbox"/> One to one space <input type="checkbox"/> Open kitchen area <input type="checkbox"/>
MGC Garden Space: DGH (combined booking DGH meeting room) <input type="checkbox"/> Wellbeing <input type="checkbox"/> Nursery <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 at no extra charge): Flipchart stand, flipchart paper & pen, disposable cups, hot water urn, water cooler (hot & cold water).

ADDITIONAL COST: IT (Available only in the Training room, hire of audio-visual equipment) for further details email admin@manorgardenscentre.org

Training Room Hire: audio-visual equipment <i>(Please note: available only in the Training room)</i>	Full day	Half day	Hourly rates
Hard drive, projector & screen	£100	£70	£12.50
Overhead projector & screen	£60	£35	£7.50

MGC OUTDOOR GARDEN HIRE (available on request):

Limited amount available:
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

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