

HIRING SYDENHAM GARDEN RESOURCE CENTRE: GENERAL TERMS AND CONDITIONS **(To be read in conjunction with the Payment Terms & Conditions / FAQs).**

Please read carefully before completing the booking form. Completion of the booking form is taken as an agreement to these terms and conditions, therefore please ensure that the person returning the booking form has the appropriate authority.

GENERAL

- a) **Hire of the Resource Centre** (which is fully accessible) **includes use of** the following areas:
 - 1. the **community room & kitchen** (including use of appliances, crockery and cutlery)
 - 2. the **gardens & nature reserve** (including the greenhouse, decking / activity area).
- b) The **hire also includes**:
 - 1. Toilets [please note we do not have baby changing facilities],
 - 2. Lighting, heating & electricity,
 - 3. Cleaning supplies and
 - 4. First aid kits.
- c) **Refreshments are NOT included** in the hire charge and such supplies as are in the kitchen must not be used.
- d) **Alcohol, smoking and the use of illegal drugs are NOT permitted** in any part of the Resource Centre, gardens or nature reserve.
- e) **Sydenham Garden will not be held responsible** for:
 - 1. Loss or damage to any personal belongings or
 - 2. Personal accidents sustained during the booking.
- f) **Under no circumstances will parking be allowed on any of our neighbour's property including that belonging to Forest Hill Bowling Club.** The Resource Centre has no on-site parking and access is from Wynell Road (where free parking is currently available) by way of the main (50m long) footpath.
- g) **All proposed activities and the use of any equipment** (including any brought by the hirer and / or third parties) **will need to be agreed in advance with Sydenham Garden.** You will be asked to provide details when submitting the booking form.
- h) **As Hirer you will be responsible** for ensuring that any Professionals etc providing third party services at your event / booking have the necessary Professional Indemnity Insurance.
- i) **At no time during the booking** is the Hirer to leave the premises unoccupied.
- j) **The hirer must gain prior consent** from Sydenham Garden before decorating any part of the Resource Centre, gardens and nature reserve.
- k) The Trustees of Sydenham Garden regularly review the conditions of hire which may be changed at any time. Hirers will be given two weeks' notice of any change.
- l) **Noise levels must be kept to an acceptable level throughout the hire** and the proximity of our neighbours must always be kept in mind. Do not congregate at the end of any neighbour's garden.
 - 1. **NO AMPLIFICATION** of music etc is allowed in the gardens / nature reserve.
 - 2. Within the **Resource Centre the Hirer will only be allowed to use equipment [soundbar / speaker] supplied by Sydenham Garden for amplification, music etc.**

HEALTH & SAFETY and SECURITY

- m) **Sydenham Garden will ensure** the Resource Centre, gardens and nature reserve are all in safe order prior to handing over to you for your event / booking and ensure any equipment belonging to Sydenham Garden, for use during the event / booking, is in good working order.
- n) **On the day of your booking Sydenham Garden will advise the Hirer on relevant Health & Safety issues** including emergency procedures in the event of a fire; location of 1st aid kits; advise of any hazards and areas out of bounds etc; use of Sydenham Garden equipment etc
- o) **The Hirer will be responsible for all aspects of Health & Safety and security during the booking including:**
 - 1. **Evacuation of the building**, gardens etc in the event of a fire or an emergency. All entrances and passageways must always be kept clear,
 - 2. **Supervision of children** attending a booking (including not allowing children to climb trees or any part of the building & outside structures; no access to area around pond etc),
 - 3. **Ensuring any equipment brought to Sydenham Garden is in good working order** and is not left unattended and / or plugged in during the event,
 - 4. **Full responsibility for all food** brought to or prepared at the event / booking & serving etc,
 - 5. **Ensuring the security of the building** & monitoring of all entrances to the building during event / booking,
 - 6. **Monitoring the building**, gardens & nature reserve during the booking for potential hazards including misuse of electric sockets / equipment; security breaches; sharp objects (broken glass, metal etc); syringes & contaminated waste etc; weather conditions; stings by flora & fauna etc

The Hirer will be responsible for ensuring that anyone attending their booking / event are informed and comply.

- p) **Only 4 people allowed in the kitchen at any one time [NO CHILDREN ALLOWED IN THE KITCHEN AT ANY TIME DURING THE BOOKING].**
- q) In the week prior any booking Sydenham Garden will provide the Hirer with contact details for the member of staff opening up / emergency contact details.

DAMAGE & CLEANING

- r) **Any damage / breakage** to the fabric of the buildings; furniture, fixtures & fittings; gardens & nature reserve [including planters & pond] must be reported to the member of staff closing-up and any costs in rectifying will be deducted from the deposit.
- s) **As Hirer you will be responsible for:**
 - 1. Ensuring the Community Room; kitchen (if using) including work surfaces; small activity room (if using); hallway; toilets and gardens / nature reserve are left clean and tidy. All chairs and tables must be put away, the rooms must be swept and mopped.
 - 2. **Ensuring all rubbish, recycling etc** is taken with you off site at the end of the booking. Under no circumstances will the hirer be allowed to use Sydenham Garden rubbish / recycling bins or those of any of our neighbours.
- t) **The Trustees of Sydenham Garden** reserve the right to retain all or part of the deposit should any of the terms & conditions be breached and / or to cover the cost of any damage, breakages and repairs.