

Effective January 2008

SPA London – Prajapati Centre Terms & Condition of Booking

Please follow these simple rules to keep the Prajapati Community Centre clean and well maintained.

BOOKING

1. SPA London and its Centre Management Committee will have the **right to refuse booking** of the centre should they feel it appropriate.
2. The Centre Management Committee reserves the **right to cancel** any booking if the initial contact has been breached in anyway and to **impose** further **conditions** considered necessary.
3. The **booking form** and the **£300 deposit** must be received **4 weeks prior** to the use of the centre. However, booking can be made at a short notice if the centre is available in which case payment in full is required to confirm the booking.
4. **Provisional bookings** for the centre can be held for up to 14 days pending receipt of the completed booking form and payment of the deposit. However, payment in full is required if the use of the centre is within 4 weeks.
5. All **preparation time** as well as the time required for **clearing up, cleaning tables, floors** etc. after the function must be booked.
6. The **Premises** must only be booked for the **purpose** stated in the application form
7. Any transfers, interchange of bookings must be **agreed** by the Centre Management Committee.
8. SPA London will also have the **right to with-hold the deposit or take legal proceedings** against any individual or party which is considered to have breached the fair use policy of the building. *For example excessive use or neglect of the electricity supply or water supply*

Cancellation

Cancellation must be **notified in writing as soon as possible**. If written notice is received **less than 4 weeks** in advance then the deposit is only refunded if an alternative client is found for the same day requiring similar booking.

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LIABILITY

1. The **Centre or its staff or volunteers** cannot accept responsibility for goods, materials, clothing, or any other property brought into or left in the premises or stolen.
2. SPA London and its Centre Management Committee **will not be liable** for any loss caused by cancellation.
3. The **person booking** and or his or her representative cannot hold SPA London, it's Centre Management Committee or its staff liable for any claims for injury, damage, loss or any expense arising from the booking, including any breach of copy right. If necessary, appropriate insurance of indemnity should be taken out by the person and/or his or her representative booking the centre.
4. SPA London and its Centre Management Committee accept **no responsibility for any incident or injury** that may occur or be sustained by any person using the premises during the period of booking or to for any loss of property which may be sustained by such person(s)
5. Any subsequent **legal action** as a result of the Health Act 2006 will result in the relevant person or his or her representative booking the centre being liable for any fines and subsequent legal action and **NOT SPA London – Executive committee.**

RULES

1. The **person booking** or his/her named representative **must be present** throughout the function taking all reasonable steps to ensure that the **rules and conditions enlisted here are followed** and the premises are **vacated in an orderly manner at the end of function.**
2. It is the **person booking** or his/her named representative responsibility to ensure that proper control is exercised over those attending and that the **noise from the premises is kept to a reasonable level so as not to disturb residents.** It is **recommended** that doors and windows are kept shut at all times and a **responsible person is assigned** to monitor the noise at intervals from the **exterior of the centre.**
3. ***IMPORTANT NOTE;- Should the duty Environment Health Officer be called out in a response to complaints and a statutory noise nuisance is found to exist, the person booking or his/her named representative will be responsible for any subsequent action taken by the authorities and may also forfeit the deposit paid.***
4. The **person booking** or his/her named representative will observe the **capacity** of the hall at all times. Exceeding the capacity will amount to a breach of contract.
5. No more then **220 people** must use the ground floor premises at any time. (Over this number is unsafe and invalidates our insurance).

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6. The **person booking** or his/her named representative must allow access to centre staff and management committee members if requested.

FOOD AND COOKING

1. Although vegetarian and non-vegetarian food is acceptable at the centre, under **no** circumstances will **beef or pork be allowed at the centre**. Non-compliance with this rule will definitely mean immediate termination of the booking and deposit forfeited.
2. Please do **NOT** use or **BRING** any of your own cooking equipment. Non-compliance with this rule will mean immediate termination of booking on the day without refund of the booking charges or deposit.
3. Please **do not pour cooking oil or thick / puree style** food or substance down the sinks in the kitchen.
4. All **excess catering food** should be taken away and not left or deposited on the premises waste bins. If found then we will dispose off it at our cost and deduct this from refundable deposit. **Minimum charge will be £100.**

DISPLAY ON WALLS & DAMAGE

1. Do not put up **notices/ displays etc on any of the walls** in the building. You can only use the given hanging strips in the Main halls to hang up decorations or signs. Any damage caused as a result of using banned substance will be renovated and the cost charged to the person booking the centre or his or her representative.
2. **Use of any equipment** which may result in damage to the building or its decoration is forbidden. For example Smoke Machines. If the person booking is unsure of the hazardous nature of the equipment then they should make SPA London or its Centre Management Committee aware at the time of booking and contract negotiations.
3. It is the **person booking** the centre and or his or her representative responsibility to ensure the **premises are inspected** on the day prior to the hire to ensure existing damage on the premises is noted and discussed with the Administration officer on-duty.
4. **Fixtures and fittings** must not be tampered with and any **breakage / repair** will be paid for through the deposit.

RUBBISH

1. **Rubbish to be taken away;** All rubbish is required to be cleared on vacating the premises and **failure to comply** with this will result in a minimum refuse **clearance charge of £100 taken from the deposit.**
2. The **premises** and **site** must be **left undamaged** and in a clean and tidy condition.

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FURNITURE – TABLES

1. **All furniture**; please put everything back as you found it. Please lift the furniture – **do not drag them**, any resulting damage caused will be assessed and subsequently charged for.
2. There are **limited tables and chairs available** at the centre. If necessary, you can arrange to hire additional tables at your own cost.

SMOKING

1. **Smoking** is banned throughout the premises at all times. Non-compliance with this rule will definitely mean immediate termination of booking on the day and **deposit forfeited**.

CENTRE TIMING

1. The **person booking** or his/her named representative must **vacate the premises** at the time agreed on the booking form. Otherwise charge will be incurred based on the hourly fee and any inconveniences caused to the duty staff may result in lose the deposit.
2. No activity will be permitted which is **likely to create disturbance** or cause of any inconvenience to the residence in the neighbourhood. This also precludes activities which are illegal and unauthorised in the initial terms of booking.
3. The premises may generally only be used **between 09:00 am to 10:00 pm (Weekdays) and 09:00 am to 12:00 midnight Friday and Saturday and up to 11.00 pm on Sunday, including Weekends / bank holidays**.
4. **The centre must be closed by 10.00 p.m. WEEKDAYS and 11.00 pm WEEKENDS- unless prior arrangements have been made with the approval of the centre committee.**

ALCOHOL

1. **Alcohol can only be consumed** on the ground floor and under **no circumstances** should alcohol be **sold on the premises**. The building does not have a license to sell alcohol. Any resulting legal action due to the breach of these rules and regulations will be the taken against the person booking of the centre or his or her agent.

PARKING

1. There is certain **limited parking available** on the site through the use of the front gates – Please ask for it's use if you so desire. However, under no circumstances should the cars be park in a way which inconveniences the neighbourhood or obstructs the road leading onto the North Circular Road or neighbours / residents drive ways. **It is the duty of the person booking or his or her agent to inform his / her guest about the parking requirements / restrictions surrounding the centre.**

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2. In using the on-site parking, **parking attendance** can be arranged **at a cost of £50.00 per person**. Please liaise with the officer dealing with the booking if you require such assistance.
3. **On event days** (such as Football / concert etc at Wembley Stadium), there is **no parking allowed** on the streets nearby. However, you as the booking person or his or her agent can arrange with the Brent Council (who will use their discretion) to allow parking under special circumstances.

DEPOSIT

1. A **deposit of £300** to be paid against minor damage, cleaning or rubbish removal. (This deposit is returnable if all is in order).
2. **It is the person booking** or his/her named representative **responsibility** either to obtain keys from the staff or to ensure that appropriate arrangements have been made for the opening and closing of the centre before the date of their booking.
3. **ANY PERSON BOOKING OR HIS/HER NAMED REPRESENTATIVE BREAKING ANY OF THESE RULES WILL BE LIABLE TO LOSE SOME OR ALL OF THEIR DEPOSIT.** In the event the costs are higher and can not be met fully by the deposit, the centre will take all the necessary steps to recover all loses.
4. The centre reserves the right to vary or amend these regulations from time to time. In the event of dispute, the decision of the Centre Management Committee shall be final.

HOW TO BOOK THE CENTRE

You need to fill in an application form to book the centre. To obtain the booking information and to return the completed application forms please contact:-

The Hon Secretary
SPA - London
519 North Circular Road
Neasden
London. NW2 7QG

Telephone: 020 8452 0896.

Booking form - also available from our website; www.spalondon.org

All cheques to be made payable to:- **"SPA – LONDON"**

These terms and conditions agreed by the SPA – London Executive Committee at its meeting held on 26th March 08.