



# Hindu Society Mandir and Community Centre

## Venue Hire Terms and Conditions

Last updated: 06<sup>th</sup> April 2024

### 1. Definitions

For the purposes of this Agreement and the conditions of hire, the term “Hirer” shall mean an individual hirer or, where the “Hirer” is an organisation that organisation. “Society” is the Hindu Society, a registered charity (265903) located at 664 Garratt Lane, London SW17 0NP. “Venue” is the Hindu Society venue located at 664 Garratt Lane, London SW17 0NP which includes a ground floor community hall with attached kitchen and first floor mandir (temple); “Event” is the booking made by the Hirer for a specified date, duration and purpose as set out in the online booking form. “Society Rep” is the Hindu Society representative facilitating the booking. “Deposit” is the £200 refundable deposit, which the Society reserves the right to retain some or all in the event of any incidental damages to the Venue.

### 2. Introduction

The Venue is available for hiring for holding an Event subject to the Terms and Conditions of this Agreement.

To book an Event the Hirer must first complete the online form using the link below:

<https://forms.gle/HTaeSavq2DhKoZto6>

The Society reserves the right to grant or refuse the request.

### 3. Hiring Rate

Hire rates for Events are detailed in the table below:

Facility	Monday to Thursday rate	Friday to Sunday rate
Community hall only	£80 per hour	£100 per hour
Mandir (temple) only	£80 per hour	£100 per hour
Both community hall and mandir	£120 per hour	£150 per hour
Use of kitchen for heating cooked food or cooking	£100 per Event	£100 per Event

All Events are subject to a minimum 5-hour booking and cleaning charge of £150. Please book sufficient time for any preparation required prior to the Event and for post Event activities.

Concessions are available for regular classes.

The Society comes equipped with 200 chairs, 20 round tables, and 10 rectangle tables at no extra charge.

## 4. Payment

Payment can be made to the Hindu Society as below.

- By Cheque: Cheque in the name of Hindu Society,
- By Bank transfer:  
HSBC Bank Plc  
Sort code: 40-05-01  
Account number: 61476335
- By Cash: By paying cash to the Society Rep.

The Hirer must pay a 20% deposit at the time of booking and pay the full hire amount one week before the start of the Event. All Events will also require payment of a refundable £200 Deposit to cover any incidental damages to the Venue.

## 5. Number of Attendees

The maximum capacity of the community hall is 200 and the mandir is 150. The Hirer shall not exceed the maximum person limit for the Venue, which is 200 per Event.

## 6. Prohibited Items

The following are prohibited in the Venue:

- Any meat products (Only pure vegetarian food is permitted).
- Alcoholic drinks.
- Smoking or use of drugs.

The following are also prohibited in the mandir area of the Venue.

- Wearing of shoes.
- Consumption of food or drink, with the exception of drinking water. (Only the community hall can be used to serve food.)

## 7. Parking

Parking of vehicles on the premises is not permitted other than for loading and off-loading purposes. The exit doors should be kept clear of any parking. For details on local parking and any restrictions please visit the Wandsworth website: <https://www.wandsworth.gov.uk/parking/>.

## 8. Insurance

The Society insurance provides cover for Society members only. Therefore, any Hirer who is not a Society member will need to provide their own insurance.

## 9. Supervision and Responsibility

The Hirer shall be responsible for the supervision and conduct of all their Event attendees, ensuring that everyone practises a common sense and responsible attitude towards health and safety when using the Venue.

The Hirer shall not use the Venue for any activities which are dangerous, offensive, noxious, illegal, unethical or which may become a nuisance to the Society or the owner or occupier of any neighbouring property.

## 10. Health & Safety

The Hirer is responsible for the health and safety of the Hirer's guests.

### 10.1 First Aid

The Society Rep will show the Hirer where the first aid box is located.

#### 10.1.1 Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order. The Hirer should ensure that any electrical appliances used in the premises are done so in a safe manner in accordance with the Electricity at Work Regulations 1989.

#### 10.1.2 Fire

Appendix A provides the fire assembly point for the Venue. The Hirer should take note of how to evacuate in the event of a fire. The Hirer will need to assign a buddy for anyone with disability that would need help in case of emergency to escape.

Hirer shall make themselves aware of the following:

- Escape routes and maintain clear access to all doors and emergency exits.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire
- The Hirer shall ensure the following:
  - That all fire exits are unlocked.
  - That all escape routes are free of obstruction and can be safely used.
  - That any fire doors are not wedged open.
  - That there is no obvious fire hazard on the premises. The Hirer will make themselves aware of the location of fire exit doors.
  - The Hirer shall not use any open fire, other than small diya for religious worship. No fireworks or any combustible products shall be used on the premises.

#### 10.1.3 Use of the kitchen

When preparing and serving food, the Hirer should observe all relevant food hygiene legislations & regulations and use due care when operating any kitchen appliances. Caterers need to provide appropriate indemnity insurance and hygiene certificates.

## 11. Damages & Alterations

The Hirer shall report any loss, theft, damages or breakages to the Society Rep immediately upon discovery. The Hirer must recompense any damage suffered during the Event (fair wear and tear excepted) and the Society reserves the right to retain some or all the Deposit to cover such damage. Any damages exceeding the deposit amount, will need to be paid in full within 30 days.

No alterations or additions may be made to the Venue nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the Venue.

## 12. Event Start & End

The Hirer is responsible for the setup of chairs and tables in their preferred layout.

At the end of the Event, the Hirer shall be responsible for:

- Setting out and stacking away correctly all chairs, tables and other equipment.
- Leaving the premises in a safe, clean, and tidy state, ready for the next Hirer.
- Ensuring all rubbish is disposed of using the bins provided.
- The removal, at the end of the hire, of all equipment, materials and food/drink brought to the Venue.

## 12.1 Appendix A: Society Fire Assembly Point

