

Roundhouse Hire Agreement

Between Myatts Fields Park Project,

And

Name

Address.....

Contact Phone number

Date of Hire...

Time of hire

Thank you for booking your occasion in the Roundhouse in Myatts Fields Park, through our local group Myatts Fields Park Project. We look after the park in partnership with London Borough of Lambeth, and make sure that all money raised goes back into the park.

You are welcome to use the Roundhouse to enjoy your guests company, play music for your guests, and spread on to the benches and grass outside.

Premises: The Roundhouse, Myatt's Fields Park, London, SE5 9RA

This Hire agreement is between:

1. Myatt's Fields Park Project of The Old Depot, Cormont Road, London, SE5 9RA ("MFPP")
2. You, the individual named at time of booking, as booking the facility and agreeing this Hire Agreement who shall be deemed to be, and is known as "the Hirer" and agrees to be responsible for the due observance and performance all respects of MFPP's Regulations and Conditions, and for payment of all charges due to MFPP.

This hire agreement is active from the date of booking the facility.

1. Area of Hire and Capacities

- 1.0. The Hirer agrees to act respectfully towards the Roundhouse, which is a special historic building, and all other parts of the parl.
- 1.1. The Premises can hold a maximum of 30 people at any one time
- 1.2. The space outside of the Roundhouse may be used with respect to other park users.

2. Purpose of Hire

- 2.0. The purpose of the hire is a social gathering and the hirer shall not use the Premises for any other purpose without the prior written consent of MFPP.
- 2.1. The Hirer shall not sub-let its booking to any other user.

3. Charges

- 3.0. **£25 per hour (plus a returnable £50 deposit)** is charged for hires between **9am-12pm and 12:30-3:30m** . We have two, three hour slots available. Absolutely no alcoholic drinks aloud.
- 3.1. **£45 per hour (plus a returnable £100 deposit)** is charged for hires from **4pm – 7pm**. The moderate consumption of alcoholic drinks is aloud.
- 3.2. An Overstay Charge is applicable where the Hirer does not fully vacate the Premises by the end of the Hire Period. The Hirer agrees to pay double the hourly rate for every hour or part hour overstayed

4. Method of Payment

4.0. We take the payment in form of cheques payable to Myatt's Fields Park Project. Please use separate cheques for hire payment fee and deposit.

Please send the payment and signed agreement pages to: get k
Myatt's Fields Park
Bookings
The Old Park Depot
Cormont Road
London SE5 9

4.1. Payment is via Stripe with the online booking. Deposit refund is via the same Stripe facility. Not yet available.

5. Cancellation of Hire

5.0. Cancellations of bookings must be received by MFPP up to 21 calendar days in advance in order to get a 90% refund of the booking fee and safety deposit. For cancellations within the period 7-21 calendar days prior to the booking date a 50% refund of the booking fee and 100% of the deposit will be received and for notices received within less than 7 calendar days in advance of the Hire Period the booking fee will be withheld in full but you will receive 100% refund of the deposit.

5.1. In the event that MFPP has to cancel the Agreement for any reason beyond their control. MFPP will endeavour to secure a future Hire Period at the Roundhouse that is mutually convenient, or failing this to refund the payment.

6. Property of the Hirer

6.0. Equipment, appliances or other items may only be brought onto the Roundhouse with the permission of MFPP Representatives. You may bring food and refreshments, and you may use the electrical socket for a music player.

6.1. All items, must be removed from the Premises at the end of the Hire Period

6.2. Rubbish and recycling must be removed from the park at the end of the Hire Period.

7. Health and Safety

7.0. The Hirer shall, at all times have regard to the Health and Safety of everyone at the top Qaqqik is qqajoPremises and should ensure that all persons associated with the Hirer's organisation or group cooperate with MFPP.

7.1. The Hirer shall not act unlawfully and shall not create any hazards by doing any, but not limited to, of the following on the Premises:

- Sell alcohol
- Consume illegal drugs
- Smoking of any substance is not allowed on the Premises
- Allow the use of fireworks, bangers etc
- Allow children to play unsupervised
- Block fire exits
- Use unsafe/untested electrical equipment
- Use or bring flammable liquid or gas

- Exceed the capacity of the Hire Area
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7.2. The Roundhouse is intended as a quiet party venue or base for a park picnic. The Hirer shall not cause excessive nuisance to park users, or to local residents. Deposit will be withheld if the Hirer allows:

- Excessive noise through loud, or intensely penetrating, amplified or acoustic music, or shouting– this should be at a volume to entertain only the 30 guests.
- Nuisance, including loud swearing, inappropriate commentary or drunken or disorderly behaviour among guests.
- Barbeques and gazebos – these are not to be erected in or outside the Roundhouse.

7.3. The Hirer shall bring to the attention of the MFPP Representative any issues regarding Health and Safety and ensure all accidents are reported to the MFPP Representative.

- In case of a building emergency the Hirer shall contact Event Manager Elisa in the café..
- If necessary, please direct emergency services (999) to the Park address; Myatt's Field Park, The Old Depot, Cormont Road, London, SE5 9RA

8. Cleaning

8.0. The Hirer must leave the Roundhouse clean at the end of the Hire Period, and remove all rubbish and recycling from the park. Rubbish must not be left in a park bin.

8.1. By this agreement, MFPP expects all Hirers to act cooperatively and respectfully and to ensure the Premises is left in a good state for future users.

8.2. In the event that the Hirer causes loss or damage to any property during the Hire Period or overstays the duration of the Hire Period to the detriment of MFPP or other Hirers or fails to adequately clean the Roundhouse then MFPP shall be entitled to charge a reasonable fee, withholding this from the deposit to rectify the situation.

8.3. Where the Hirer fails to come to the agreement to pay the reasonable fee as set out in 9.2 above, MFPP reserves the right to refuse any future bookings to that Hirer.

9. Liability

MFPP understands that many of the user groups will not have an insurance policy of their own. Where any claim is made against MFPP's insurers, for events which occur during the Hire Period, the Hirer shall be expected to pay the first £100 for each claim.

Nothing in clause 10.0 shall make MFPP liable for any loss for which is not liable in law, and MFPP does not warrant that its insurance covers any loss.

10. Definitions and Interpretations

Access Hours: means when Myatt's Fields Park Project is open and the Premises is available.

Community Enterprise: means an organisation that charges its members for activities organised by the organisation.

Community Organisation: means an organisation where members are not required to pay for activities organised by the organisation.

Hirer: means the person signing this Hire Agreement who shall be deemed to be, and is known as “the Hirer” and agrees to be responsible for the due observance and performance all respects of MFPP’s Regulations and Conditions, and for payment of all charges due to MFPP.

Premises: means the Roundhouse, Myatt’s Fields Park, London, SE5 9RA

Deposit: a payment which would be refunded. Subject to conditions 4, 8 and 9 of this agreement, the deposit will be returned after the caretaker has checked the premises on the day if paid by cheque or within 30 days of the hire for other payment types.

Overstay Charge: is a charge made in addition to the Hire Charge if the Hirer does not fully vacate the Premises by the end of the Hire Period.

One-off Booking: means where a Hirer books a Hire Area on a causal basis (e.g. not a regular weekly/monthly booking)