

Coram's Fields Hall Hire Terms and Conditions

1. Booking Procedure

- a. Booking enquiries should be made to Coram's Fields' front office on 020 7837 6138 or info@coramsfields.org.uk.
- b. Hall bookings can be pencilled in and will be held for 3 working days before being confirmed through payment in full.
- c. Coram's Fields reserves the right to refuse a booking.
- d. It is the responsibility of the hirer to ensure the Coram's Fields team have been made aware of any important details regarding the booking (e.g., furniture or tech/Wi-Fi requirements).

2. Cancellation or Postponement

- a. All cancellations and postponement requests must be made at least 30 days prior to the date of booking.
- b. Refunds will only be granted where 30 days' notice of a cancellation is given.
- c. In very rare circumstances, Coram's Fields may need to cancel or postpone a booking and reserves the right to do so. A full refund will be granted where an alternative date cannot be agreed by both parties.

3. Appropriate hires of our halls

- a. Coram's Fields reserves the right to deny hire of our halls on the grounds of the event being an inappropriate use of our space. These include:
 - i. Events (e.g. adult parties) where smoking or the consumption of alcohol are likely to occur – Coram's Fields has a strict no alcohol or smoking policy across our site.
 - ii. Religious worship – Coram's Fields is a secular organisation and, while our spaces can be hired by religious groups for organisational meetings, AGMs, etc., we do not allow our spaces to be used for religious worship.
 - iii. Political campaigning – Coram's Fields is a non-political organisation and, while our spaces can be hired by political groups for organisational meetings, AGMs, etc., we do not allow political campaigning or fundraising events to take place in our halls.
 - iv. Charitable fundraising – due to Coram's Fields' own charitable status, fundraising events by other charities in our park, on our pitches or in our hall spaces are not allowed. This is due to the fundraising conflict of interest and the confusion this causes to general park visitors. Charities are more than welcome to hire our spaces for organisational meetings or for running sessions with their beneficiaries.

4. Use of Facility

- a. The hirer understands and respects that our spaces – particularly the Band Room – are used during the week by our services for children and young people. As such, there are decorations and equipment present that must remain untouched. The hirer and no member of their party can use play equipment belonging to Coram's Fields stored in the halls.
- b. Adult guests can only use the park when accompanying a child.
- c. The hirer is responsible for ensuring that all their guests conduct themselves in a safe and responsible manner.
- d. The hirer will use their best endeavours to remove any unauthorised persons from the hall and to notify Coram's Fields ground staff immediately.
- e. No animals are to be brought onto the premises, except for guide dogs.
- f. The hirer shall not bring any equipment for the cooking of food (e.g., BBQs, deep-fryers, etc.) to the halls or wider park and playground – pans, plates, mugs, etc. are all allowed. Coram's Fields only provides white goods and a large hot water urn.
- g. Helium balloons are not permitted.
- h. The hirer will only be able to occupy the facility within the agreed booking time.
- i. If the hirer uses any bouncy castle, other land-based inflatable, or trampoline, they must ensure that:
 - i. Access and use are controlled by an adult authorised by the hirer at all times.

- ii. All anchor points are signed or marked to be made easily visible and wrapped to prevent injury.
- iii. Soft matting is used to cover hard surfaces adjacent to the front or any open sides where there is a risk of injury from falling off the inflatable or trampoline.
- iv. Bouncy castles must be erected only within the confines of the hall itself. All sizing up of the halls for the fitting of bouncy castles is completed by the hirer themselves. Coram's Fields does not accept responsibility for this.
- v. No entrances or exits from the facility are obstructed.
- j. If the hirer applies face paints or henna tattoos, these must not be applied to anybody under 3 years old, with open cuts or sores on their face, or any infectious skin condition. Equipment must be professional and cleaned before each application.
- k. Hirers are expected to adequately tidy the facility at the end of their booking within the agreed booking time. The floor must be swept and all waste must be collected in the bins provided and taken to the large green bins at the front of the site. Brooms and extra bin bags can be found in the hall's kitchen.
- l. Smoking or the consumption of alcohol is not permitted anywhere in Coram's Fields.
- m. Due to our safeguarding policy, any children's entertainers must remain within the hall at all times – they are not allowed into the park.
- n. The hirer can bring their own music equipment, but all music must be played at a reasonable volume causing no unnecessary disturbance to neighbours and other park users. Coram's Fields ground staff will require music to be turned down or off, if deemed too loud.
- o. Any maintenance issues should be reported immediately to a member of the ground staff team.

5. Damage to the Facility

- a. The floors, walls, curtains or any other part of the building or any fittings or furniture shall not be scratched, broken or pierced by nail or screws. Any wall-mounted decorations must be placed with non-marking blue or white tack.
- b. No Coram's Fields equipment, decorations or children's work will be damaged.
- c. No alterations can be made to the existing lighting.

6. Exclusion of Liability

- a. Coram's Fields is not liable for any accidents, injuries, damage, or loss of personal property as a consequence of the booking other than any liability for which they are legally responsible.
- b. It is the responsibility of hall hirers to ensure any third-party entertainers have the correct liability insurance/documentation in place.

7. Child Protection and Safeguarding

- a. Where the hirer suspects a child or young person at Coram's Fields to be at risk of suffering, or likely to suffer, significant harm, physical abuse or physical harm, the hirer will immediately inform Coram's Fields ground staff.
- b. Hall hirers will cooperate fully with Coram's Fields in the event of safeguarding incidents in line with our safeguarding policy and procedure.
- c. To report safeguarding concerns, please ring 07458304842.

8. Health and Safety

- a. First aid kits can be found in the kitchen of both the Guides and Band Halls.
- b. The use of any flammable material or naked flame – with the exception of candles on a birthday cake – is prohibited.

9. Evacuation Procedure

- a. In the event of fire or other emergency, the hirer and their guests must comply with instructions given by Coram's Fields staff, as well as the police, ambulance, or fire services.
- b. The designated evacuation point for Coram's Fields is the football pitches.