

Coram's Fields Hall Hire Terms and Conditions

1. Booking Procedure

- a. To make a booking please visit the Coram's Fields website - [Hall Hire – Coram's Fields](#)
- b. For questions and enquiries not covered by the FAQ on the website, please contact the Coram's Fields' front office on 020 7837 6138 or info@coramsfields.org.uk.
- 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, as part of the online booking process (e.g., furniture or tech/Wi-Fi requirements.)

2. Cancellation or Postponement

- a. All cancellations, part-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 without liability. 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 (which includes vaping.)
 - 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. The Hirer is responsible for ensuring that all their guests conduct themselves in a safe and responsible manner, while entering, using and leaving the premises.
- c. The Hirer will use their reasonable endeavours to remove any unauthorised persons from the hall and to notify Coram's Fields ground staff immediately.
- d. No animals are to be brought onto the premises, except for guide dogs.
- e. 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.
- f. Helium balloons are not permitted.

- g. The Hirer will only be able to occupy the facility within the agreed booking time i.e. any set-up required should take place within the hours booked.
- h. 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, especially fire exits.
- i. 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.
- j. The Hirer is 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.
- k. Smoking or the consumption of alcohol is not permitted anywhere in Coram's Fields.
- l. Due to our safeguarding policy, any children's entertainers must remain within the hall at all times – they are not allowed into the park.
- m. The Hirer can bring their own music equipment, but all music must be played at a reasonable volume in compliance with licencing regulations and causing no unreasonable disturbance to neighbours and other park users. In the event of a noise complaint or music being played too loud, Coram's Fields ground staff may require music to be turned down or off (and/or general noise levels to be reduced) - failing to do so may result in the booking being terminated with immediate effect without refund. The Hirer is responsible for paying any penalty notices issued for breaches during their hire period and must comply immediately with any official warning notices issued. Coram's Fields reserves the right to cancel future bookings within 30 days without liability or refund in the event of upheld formal complaints about excessive noise.
- n. The Hirer is responsible for obtaining, and undertakes to have any and all necessary licenses and/or required temporary event notices (TENs) – for details on licensable activities, please see [Revised Guidance issued under section 182 of the Licensing Act 2003](#).
- o. The Hirer must under no circumstances admit more people to the venue than the maximum capacity listed on the website.
- p. The Hirer and all guests are subject to the Coram's Fields Bullying and Harassment Policy which can be provided on request.
- q. Any maintenance issues should be reported immediately to a member of the grounds staff team.

5. Access to the park

- a. Adult guests can only enter and use the park when accompanying a child, during park opening hours. Unaccompanied adults are not permitted in the park at any time.
- b. Under no circumstances should any guests enter the park outside of park opening hours without prior agreement and risk assessment, unless in an emergency and/or unless egress onto Guilford Street is not possible or safe. Please be aware that park gates are locked outside of opening hours and there is no exit from the site via the park.

6. 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.

- d. The Hirer undertakes to ensure that hired spaces will be left as found (including all litter collected into bins provided)
- e. The Hirer undertakes liability for any damage caused to the site in the course of, and resulting from their event.
- f. Hirers are expected to have appropriate insurance and may be required to provide an insurance certificate as a condition prior to hire.

7. 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 The Hirer to ensure any third-party entertainers or providers or services have the correct liability insurance/documentation in place, and to have appropriate public liability insurance for the event and activities they are organising.

8. Child Protection and Safeguarding

- a. The Hirer are responsible for all aspects of safeguarding for their event and undertake to ensure all adults engaging in activities with vulnerable adults and young people have appropriate DBS checks and safeguarding training.
- b. 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.
- c. The Hirer will cooperate fully with Coram's Fields in the event of safeguarding incidents in line with our safeguarding policy and procedure.
- d. The Hirer will undertake to maintain a comprehensive list of all adults involved in events that involve children or young people, and on request provide the details to appropriate authorities.
- e. To report safeguarding concerns, please ring 07933172726.
- f. Under no circumstances should adults use the toilets designated for children.

9. Health and Safety

- a. The Hirer undertakes responsibility for all aspects of health and safety for their event, and is expected to conduct a risk assessment and inspection prior to any activities to ensure they can be carried out safely. If any risks are identified that can't be mitigated or tolerated, the Hirer should not proceed with the activity and contact a member of Coram's Fields staff if support is required.
- b. The Hirer undertakes responsibility for providing adequate numbers of trained first aiders and supplies for the size and scope of their event. Emergency first aid kits can be found in the kitchen of both the Guides and Band Halls.
- c. The use of any flammable material or naked flame – with the exception of candles on a birthday cake – is strictly prohibited.
- d. Any serious accidents must be reported to a member of Coram's Fields staff and logged in the accident book.
- e. The Hirer must not bring any hazardous materials or equipment onto the site, and must undertake that all electrical items brought onto site have valid PAT tests
- f. Glass items must not be brought onto the site.
- g. The Hirer is responsible for ensuring any third-party services or equipment used are compliant with safety regulations e.g. that bouncy castles have appropriate safety certificates and that safety checks are carried out prior to use, and that safe supervision is in place. See the PIPA website for more details.

10. Fire Safety and Evacuation Procedure

- a. If a fire is discovered, operate the nearest fire alarm point. If it is possible to instantly and safely treat or isolate the fire by closing a door, do so. The fire must only be attacked with appropriate equipment, provided no personal risks are involved.
- b. The Hirer, or designated person in charge, should organise all guests to retreat to a safe distance and wait for the on-duty Fire Marshal to issue instructions
- c. If the on-duty Fire Marshal issues an evacuation instruction, The Hirer and their guests must comply with instructions to evacuate given by Coram's Fields staff, as well as the police, ambulance, or fire services. The Hirer, or person appointed in charge of the event, must gather your guests and lead them to the muster point. Coram's Fields Fire Wardens will do a building check as part of the evacuation check and secure the building. Belongings should be left behind, though Coram's Fields cannot accept liability for such items.
- d. The primary designated evacuation point for Coram's Fields is the football pitches, with a secondary site at the exit at the south of the park onto Guilford Street.
- e. In cases where the hire period is outside of service and/or park opening hours, there may not be a designated Fire Marshal on-site. In such circumstances, and in all circumstances where the fire alarm has been triggered and no Fire Marshal has appeared within 2 minutes, and in all circumstances you deem it to be necessary, The Hirer, or designated person in charge, must gather their guests and evacuate the building immediately using the fire doors onto Guilford Street. Please ensure the fire door is then closed behind you. This will help ensure any belongings left behind remain secure until the fire brigade arrive. You should only re-enter the building when told it is safe to do so by a member of the Coram's Fields staff or Fire Brigade.

The Hirer shall be deemed to have read, understood, and unconditionally accepted these Terms and Conditions upon submitting a booking and upon conducting any activities at Coram's Fields