

## **Coram's Fields Under 5s Area Hire – T&Cs – 13/2/26**

### **1) Booking Procedure**

- a) To make a booking please visit the Coram's Fields website – U5s Hire. The website will show available periods.
- b) The U5s area is hired on an exclusive use basis. The Hirer has sole use of the entire area for the duration of the hire and full responsibility for managing access, ensuring compliance with all terms and conditions, and accepting all associated liabilities. The area is not available for shared-hire or per-place hire.-use basis. The Hirer has sole use of the entire area for the duration of the hire and full responsibility for managing access, ensuring compliance with all terms and conditions, and accepting all associated liabilities. The area is not available for shared-hire or per-place hire.
- c) Our U5s space is available to regular users only (i.e. who are booking a series of sessions and with whom we have an ongoing relationship. 1-off bookings are permitted but only from established regular users. The minimum initial booking is three sessions.
- d) Coram's Fields reserves the right to refuse a booking request.
- e) The hirer must supply all relevant information during the booking process. It is the hirer's responsibility to ensure all details provided are accurate.
- f) The hirer may only access the space during the agreed hire period – set up and pack-down (including tidying to leave the space as found should take place within the hire period.)
- g) 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](mailto:info@coramsfields.org.uk).

### **2) Cancellations & Postponements**

- a) Cancellations, part-cancellations, or postponement requests must be made at least **30 days** before the booking date
- b) Refunds are only issued when the required notice period is met.
- c) In exceptional circumstances, the provider may cancel or postpone a booking without liability. If no alternative date can be agreed, a full refund will be issued.
- d) Breaches of the terms and conditions, including inappropriate use of the space, may result in bookings (including future bookings) being cancelled without refund.

### **3) Appropriate Use of the Space**

- a) The space is intended for young children (under 5s) and family-friendly activities. Older children are permitted to use the space alongside younger-users (e.g. older siblings) but Hirer must ensure they do not use the toys or equipment intended for

younger children, and do not behave in a way that is likely to cause damage or disrupt the enjoyment of younger users.-friendly activities

- b) Food is not permitted in throughout the U5s area. During hours of operation, alcohol and other intoxicating substances (including smoking and vaping) are not permitted anywhere throughout the entire Coram's Fields site.
- c) The area may not be used for under-5s gatherings where adults are also meeting to engage in religious worship, political campaigning or charitable fundraising
- d) Hirers are permitted, at their own liability, to request a fee or donation from those participating in their session, but it is the Hirer's responsibility to ensure this is done legally and appropriately.
- e) No animals are permitted in the space.
- f) The hirer must not exceed the maximum capacity of the space.

#### **4) Use of Facilities, Toys & Equipment**

- a) The Hirer is permitted to use the toys and equipment in the space.
- b) If any toys or equipment become broken or unsafe during the hire period, the Hirer must remove them from use immediately and record the issue in the incident book or on an incident form.
- c) Hirers must not remove any toys or equipment from the U5s area under any circumstances.
- d) To avoid loss, damage, or mix-ups, Hirers are not permitted to bring their own toys or equipment into the U5s area.
- e) We ask all users to leave the space tidy and in the same condition in which they found it. If, during the Hirer's initial spot check, the space is found to be untidy, please report this to [info@coramsfields.org.uk](mailto:info@coramsfields.org.uk). We will investigate and take appropriate action where necessary. If the space is in a condition that makes it unsuitable for use, please do not begin your session. Report the issue immediately and take photographs to help us understand the situation. As it is unlikely we will be able to resolve the problem straight away, we will investigate and, where we agree the space was unusable, we will offer either a rearranged booking or a refund.
- f) Hirer's are welcome to use tea and coffee making facilities, however no cooking should be undertaken.
- g) No water play is permitted in the indoor space.

#### **5) Cleaning & Condition of the Space**

- a) The Hirer must leave the space clean and tidy within the booked time.

- b) Floors must be swept, all waste must be placed in the bins provided or removed ,and toys must be left tidily in the areas / containers as found.
- c) Hirers must not decorate or adorn the space, especially with temporary fixings such as blue-tac or pins which could be a hazard to children if not carefully removed.
- d) No nails, screws, adhesives, or wall-damaging materials may be used.
- e) Any damage caused during the hire is the hirer's liability and Coram's Fields reserves the right to cancel future bookings without refund.

## **6) Noise & Behaviour**

- a) The hirer is responsible for ensuring all guests behave safely and appropriately.
- b) Use of child-friendly music is permitted but Hirers undertake responsibility for obtaining any necessary licences (e.g. PRS for using commercial recordings). Music and noise levels must remain reasonable and must not disturb park users, other services or neighbours.

## **7) Liability, Insurance and Regulation**

- a) Coram's Fields is not liable for any accidents, injuries, damage, or loss of personal property sustained in the course of the booking other than any liability for which they are legally responsible.
- b) Hirers are responsible for ensuring they are compliant with all ratios and regulations the cover the session for which they are hiring the space. Coram's Fields accepts no responsibility or liability for the sessions run in the space.
- c) Hirer's must have appropriate public liability insurance/documentation in place for the activities they are running.
- d) Coram's Fields is not liable for accidents, injuries, or loss of personal property except where legally required.
- e) Hirers wishing to market their session or group must make it clear that Coram's Fields is solely the venue for any session and has no responsibility or liability for the running or management of the session.
- f) Coram's fields cannot accept liability for any allergy-related illness or reactions.

## **8) Safeguarding & Child Protection**

- a) The Hirer are responsible for all aspects of safeguarding for their session and undertake to ensure all adults engaging in activities with vulnerable adults and young people have appropriate DBS checks and safeguarding training. Adults leading direct delivery sessions with children must have an approved Enhanced DBS certificate.

- b) Where a 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 concerns and incidents in line with our safeguarding policy and procedure.
- d) The Hirer will undertake to maintain a comprehensive list of all adults involved in sessions that involve children or young people, and provide identification and contact details on request to the appropriate authorities.
- e) U5s and parents are welcome to use the U5s toilets within the U5s area.
- f) There are also additional under-5s toilets immediately next to the U5s area (accessible via the park) – adults should not use these unless accompanying a child. For adults requiring additional toilets, these are also located on the west side of the park and next to the sports changing rooms (next to the pitches).
- g) Adults with children in an under-5s session are permitted to visit the café and the adjacent colonnades area next to the U5s garden.

## 9) Health & Safety

- a) The Hirer undertakes responsibility for managing the health and safety of sessions run in the U5 space.
- b) Hirers are expected to conduct a risk assessment prior to hiring the space to ensure the space and contents are well understood, hazards relating to any activities being run are identified, and that spaces are used in an age-appropriate and safe way. If any risks are identified that can't be satisfactorily mitigated or tolerated, the Hirer should inform Coram's Fields staff via [info@coramsfields.org.uk](mailto:info@coramsfields.org.uk) and we'll investigate.
- c) Before commencing each session, the Hirer must carry out a spot-check inspection of the space, toys and equipment. Any items identified as broken, damaged, unsafe, or otherwise unsuitable for use must be removed from circulation immediately and reported to [info@coramsfields.org.uk](mailto:info@coramsfields.org.uk). Please feel free to take and attach photos of any broken items. -check inspection of the space, toys and equipment. Any items identified as broken, damaged, unsafe, or otherwise unsuitable for use must be removed from circulation immediately and reported to
- d) Hirers must ensure they have adequate first aid arrangements (trained first aiders and supplies) in place for the activities and guests involved in the session. Emergency first aid kits can be found in the kitchen area of the U5s zone.
- e) No hazardous materials or equipment may be brought onto the U5s space. This includes any substances that may cause reactions and allergies to children in the session and other children using the space. This includes face-paints, temporary tattoos, henna etc.. This also includes flammable materials and naked flames e.g. candles which must not be used in the U5s space.

- f) Any electrical items (e.g. portable speakers / cd players) must have valid PAT testing. Glass items are strictly prohibited in the U5 space.
- g) Any accidents or incidents must be reported and logged using the incident/accident forms/book provided in the space, and reported to the front office at an appropriate time.
- h) For any spills, cleaning materials are provided in the 'kitchen area'. Hirer's are expected to make reasonable efforts to clean up after themselves and leave the area as found. For more serious spills that require help, please contact the front office and a member of the grounds team will come to support. Bodily fluid spills must be cleaned promptly and safely.
- i) Our U5s area is a shoe-free zone. Please ensure all shoes are removed at the entrance. This is to ensure the space remains clean and hygienic. You are welcome to bring and wear slippers or other indoor-only footwear.
- j) No food is permitted in the U5s area (to minimise risk of allergies). Hirers responsible for checking if guests have allergies and the space for any such substances and materials.

## **10) Fire Safety**

- 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 must ensure all Fire Exits remain clear at all times.
- c) In the event of an alarm during park opening, the Hirer must gather guests and evacuate as instructed to the football pitches, keeping away from buildings as practicable, and wait for the on-duty Fire Marshal to issue instructions.
- d) Ideally a register should be taken, please inform the muster point coordinator (in his) of any missing people.
- e) Re-entry to the space is only permitted when authorised by staff or emergency services.

## **11) Acceptance of Terms**

- a) 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 Field