



CROYDON METROPOLITAN COLLEGE

CONDITIONS OF HIRE & RULES AND REGULATIONS FOR HIRERS

1. DEFINITIONS

Hall means the premises named in the confirmation of booking.

2. APPLICATIONS

All applications must be made in person. The application will consist of 50% of the total fee payable and then the balance one week before the event.

3. HIRER

The hirer is the person who completes the booking and signs the application form.

4. SUB LETTING

The hall may not be sublet without authority of the Director of Studies or the Principal.

5. PAYMENT

A 50% deposit is payable at the time of booking and the balance is payable no later than 1 week.

6. RECEIPTS

Only receipts on the official numbered form are valid.

7. DAMAGE AND DEPOSIT*

The hirer is responsible for the cost of repair for any damage caused during a hiring and/or the cost of additional cleaning as a result of the hall being left in an unacceptable state. Therefore, a further deposit of £500 deposit check will be required for each event to cover the possibility of damage and for additional cleaning. This will be refunded if, on inspection after the booking there is no damage or further cleaning required. You will be required to complete a monitoring form at the end of your booking.

8. GOOD ORDER

The hirer must provide sufficient stewards to maintain good order at all times to the satisfaction of the Director of Studies and the Principal.

9. ADVERTISING

No advertisements or posters may be displayed without prior approval by the Director of Studies and the Principal.

10. RIGHT OF ENTRY

The hirer will only be allowed to enter the hall at the time specified on their booking confirmation slip. The hirer is responsible for ensuring that time is included in their booking for decorating and setting up before the event and cleaning up and vacating the premises by the time specified on the booking confirmation. Failure to follow these rules will result in the loss of your deposit. The college reserves the right of entry at all times to its staff, statutory authorities and officers of the Licensing Authority.

11. UNFORSEEN CIRCUMSTANCES

The college reserves the right to cancel a booking if the hall is required for any examination purpose. All hiring fees paid will be refunded in full recompense.

12. ELECTRICALS

No temporary additions to lighting or electrical circuits may be made without authority of the Director of Studies and the Principal. The college is not liable for any equipment brought into the hall such as band equipment.

13. DRAINAGE AND SINKS

Food, food sauces and other slow dissolving items must not be thrown down the kitchen sink.

14. DECORATIONS

No decorative hangings may be used unless certified as fire resistant. All decorative hangings must be applied to surfaces with removable white or clear sticky tac only. The use of tape is prohibited. Use of smoke machines are not permitted inside the facilities.

15. ALCOHOL – LICENSES

It is the responsibility of the hirer to obtain a temporary license from the council's Licensing Section on 0208 726 6000 and ask for a Temporary Event Notice. The cost is £21.00 per night. Applications must be made at least 21 days prior to the event. Further details can be found at www.croydon.gov.uk/licensing.

16. DANCING AND MUSIC LICENSES

It is the responsibility of the hirer to obtain a temporary music and dancing license when music and dancing is to take place. Please contact the College's Licensing Section (details above).

17. CANCELLATION

The hirer may cancel a letting by giving three month's notice in writing. The hirer will then receive a full refund. The hirer may cancel a letting by giving a month's notice in writing then half of the total amount paid will be refunded. A lesser notice will incur penalties equal to the total hire fee. The College may cancel a hiring by giving three month's notice except as in Regulation "11, or without notice in any emergency.

18. COLLEGE LIABILITY

The college accepts no liability or injury, damage or loss not directly attributable to negligence of their employees or agents.

19. INDEMNITY

The hirer indemnifies the |College against any claim, action or proceedings resulting from use of the hall and will pay any College costs incurred.

20. PARKING

No vehicle may be left within twenty feet of an emergency exit or exit route and must not park within the yellow parking boxes. Parking is also available on nearby streets.

21. SMOKING

Smoking is prohibited in all areas of the hall. Smoking is permitted at the back ground floor fire exit area only and the street.

22. NOISE AND ANNOYANCE

The hirer must ensure no excessive noise, or annoyance is caused to local residents. A noise monitoring system may stop music if sound level reaches more than 95 decibels. No music after 11:00p, for bookings finishing at 11:30pm and no music after 10:00pm for bookings finishing at 10:30pm.

23. DANGEROUS SUBSTANCES

No inflammable chemical, explosive, or other dangerous substances may be used or kept on site without written authority of the Director of Studies and the Principal.

24. FAILURE TO VACATE

The college may remove from any site any articles not removed by the hirer on completion of hiring and the hirer will pay the fees incurred.

25. STATUTORY REQUIREMENTS

The hirer must comply with all statutory requirements including the Race Relations Act and Sex Discrimination Acts.

26. CATERING

The provision of catering and other refreshment facilities will remain the responsibility of the hirer.

27. ADDITIONAL CONDITIONS

The college reserves the right to make any additional conditions or regulations considered necessary to ensure safety or proper operation of a letting.

13-20 Year Old Birthday Party Rules

1. There must be two people over the age of 21 on every entrance door to the hall for the entire evening and these people's names must be given to the caretaker on duty.
2. There must be a ratio of two people over the age of 21 years old to every 10 people under the age of 18 years old for the entire evening.
3. The hall may not be sublet without authority of the Director of Studies and the Principal. This included ticket sales for disco events
4. The music must finish at 10:00pm and the hall needs to be cleaned and vacated by 10:30pm.

5. For parties taking place within a Pavilion for 13-20 year olds, a caretaker must be present at all times. There are additional charges for this service which is mandatory.
If these rules are broken the caretaker may end the party and you will not be eligible for a refund.

IMPORTANT INFORMATION

If you would like to provide music (except private parties) and sell alcohol at your function you will need to apply for a Temporary Events Notice at least 10 days before the event. For more information about the Temporary Events Notice please contact the Licensing Department on 0208 545 4005.

Before your booking starts your Caretaker will:

1. Show you the locations of the fire exits in the hall and explain how to use them.
2. Show you the locations of any fire alarms and explain how they are operated.
3. Explain the fire procedure for the hall.
4. Show you the hall and facilities such as toilets, light switches and fire extinguishers.
5. Give you information about how to contact College staff if there is a need to do so.
6. Confirm the finishing time of your booking and when you should turn any music off.
7. Ask you to complete the monitoring form so the Office can issue a deposit refund.

Please note the Caretaker is responsible for the care, security and safety of the hall you have booked. The Caretaker is there to assist you in making your booking a success and you should respect any reasonable request. The Caretaker has the authority to cancel any booking at any time if he/she considers that this action is necessary. The College will always support decisions made by the Caretaker whilst carrying out his/her official duties.