

SPS Space Hire Terms and Conditions

(version 21.07.21)

1. DEFINITIONS

In the following conditions, the terms Administrator, Synagogue and Executive Officers shall be deemed to be synonymous. 'The Executive' includes the Chair, Vice-Chair, Hon. Secretary and Hon. Treasurer of the Synagogue.

The term 'Space' refers to the space to be hired, whether The Hall, The Baron Harris Room or the Classrooms. The term "Hall" shall be deemed to include the kitchen, cloakrooms, and toilets of The Schindler Hall at 75 Chase Road Southgate London N14 4QY.

The term 'The Baron Harris Room' refers to the ground floor foyer in the main front building of the site ('The House') including the toilets and the kitchen.

'The Classrooms' refers to the Classrooms on the first and second floors of The House.

2. APPLICATION, DEPOSITS AND CHARGES

All applications for the hire of the Hall must be made on the approved form and addressed to the Administrator stating the precise purpose for which the space is required and accompanied by a refundable deposit of £100.00 against late vacating, damage and/or breakage and/or contravention of the conditions of hire. Total deposit required at booking is £200.00.

The submission to the Administrator of an application together with a deposit shall not constitute a booking until approved by the Executive, after which a written acceptance will be sent to the hirer. In the event of the application being not granted, the £200.00 deposit will be returned. Where the application is granted the £100.00 non refundable deposit will be deducted from the hiring fee, leaving a balance to be paid.

Payment

The outstanding balance of the hiring charge shall be paid not less than 30 days before the date on which the Space is required. In the event of such payment not being made within the time stated the hire may, at the discretion of the Executive, be regarded as cancelled and unless otherwise directed by the Executive, the deposit paid shall in such event, be forfeited.

Cancellation of booking

If any letting is cancelled or postponed by the hirer in circumstances other than those stated above, all charges paid by the hirer shall be liable to forfeiture at the discretion of the Executive. If the Space is re-let, the Synagogue may retain up to 50% of the deposit paid, to defray expenses incurred.

3. PUBLIC ANNOUNCEMENTS

No public announcement relating to any letting shall be made unless and until permission in writing has been obtained from the Executive.

4. SERIAL LETTINGS

An application for serial or block lettings of the Space is subject to the conditions contained in clause 28.

5. REPARATION OF DAMAGE ETC

The cost of making good any damage which may be done to the building/s, fittings, or furniture during or in connection with the hiring of the Space must be borne by the hirer. In addition to the charges specified, the Synagogue requires a holding deposit as in paragraph 2. Above, to secure the reparation of any such damage. Without prejudice to the generality of the clauses hereof relating to the liability of the hirer, the Synagogue may at any time, whether before or after acceptance of a booking, require the hirer to procure and produce an insurance policy in such reasonable sum as the Executive may require to cover the liability of such reasonable

sum as the Synagogue may require to cover the liability of the hirer under these conditions in whole or in part and liability to third parties.

6. RESPONSIBLE PERSON

The person in whose name any accommodation is engaged and who is to be regarded as the hirer for the purpose of the letting must be the person responsible for the promotion of the letting and as such will be held responsible for any such damage as aforesaid, whether a deposit is taken or not. The hirer (or his/her responsible representative to be notified to the Administrator before the letting commences) must be present in the Hall throughout the period of the letting.

7. ACCIDENTS

The hirer shall indemnify the Synagogue against all accidents, expenses, claims, damages, penalties and demands arising out of or in any way connected with the letting or any accident of loss however caused which may happen to or be sustained by any person by reason thereof.

8. GOOD ORDER

The Executive reserves the right to refuse admission to the premises, and the Caretaker or any Executive Officer of the Synagogue has power to refuse admission or to order the ejection of any undesirable person or persons guilty of unseemly or undesirable conduct or who has been guilty of such conduct at previous functions and the hirer shall upon request comply with any such direction of that Officer.

Meetings

When the Hall is used for meetings, the hirer must provide enough stewards to keep order and for the purpose of regulating the admission of persons to the Space. Stewards must be on duty continuously throughout the period of the letting and be responsible for ensuring that not more than the maximum numbers of persons are admitted to the Space. **The entrance therefore may not be left unattended.**

9. ENGAGEMENT OF POLICE/PRIVATE SECURITY

The Executive may, if they think fit, make any extra charge for the purpose of engaging police officers or other security personnel to preserve order during any letting of the Space. Any cost is to be borne by the Hirer

10. RIGHT OF ENTRY

The Synagogue reserve the right of entry to all parts of the Space at all times of the letting by the Administrator, Caretaker or any other person as defined in clause 1 or other person duly authorised by the Synagogue, or of the local authority and any duly authorised agent of the Performing Rights Society. The hirer must inform his/her stewards accordingly.

11. EXTENT OF THE ACCOMMODATION HIRED

The letting of the Schindler Hall includes the immediately adjoining toilets and cloakrooms and kitchens (except where specifically excluded) but unless otherwise specifically permitted, no use of the House. The hirer shall ensure that no member of his party or person attending a function or meeting convened by the hirer at the Hall shall loiter or congregate in or about premises not covered by the hiring.

12. PARKING OF CARS

No more than one car shall be allowed to park behind between the House and the Hall. The Synagogue accepts no liability whatsoever for vehicles parked within the Synagogue grounds. Cars shall only be parked in the marked spaces and when there are no more spaces, cars shall be parked in the road ensuring that they cause no obstruction to owners and occupiers of neighbouring properties or members of the public. On a Sunday when there is a letting on site, no cars will be permitted on the site until after 1.30pm or before if the site is clear. The small gate will be opened for access by foot only. This should be considered when deliveries relating to the hire are arranged and must be organised with the office beforehand.

13. HOURS OF HIRE

The doors of the Schindler Hall will be opened at such time (no more than 30 minutes before the start of the event) as the hirer may desire and in the case of a meeting must and will be closed as soon as the full capacity

of the Hall has been reached. During the letting if there are no stewards present as in 8 above, the Hall door must be kept closed. Except where otherwise stated in the schedule, hiring is to be regarded as terminating not later than 11pm or such earlier time as the Executive may determine.

14. ACCESS FOR PREPARATION

Access to the Hall may be had for the purpose of any necessary preparation by arrangement with the Administrator provided that application shall have been made not later than 7 days prior thereto.

15. CLOAKROOMS

The cloakroom accommodation provided may be used by the hirer who, in so doing, accepts all liability whatsoever for any loss or damage which may occur, and the hirer shall accept full responsibility for the safety of articles or garments, or anything deposited therein it being accepted as a condition of letting that the hirer shall indemnify the Synagogue from any damage whatsoever in respect of loss or damage in the cloakrooms as above defined.

Provisions of attendants with the letting

The hirer shall be responsible for providing attendants for cloakrooms and /or such duties as may be necessary in connection with the letting.

16. DEPOSITING OF PROPERTY ON PREMISES

Except for caterer's plant or materials used for a bazaar, exhibition or sale of work, property used in connection with a letting of the Space shall not be left on the premises after the termination of such letting and the Synagogue will accept no responsibility for property so left on the premises in contravention of this regulation. The excepted items mentioned in this Regulation must be removed within twelve hours from the termination of the letting.

17. CATERING FOR RECEPTIONS AND FUNCTIONS

The hirer must normally arrange for the provision and supply of refreshments to be undertaken by a caterer duly authorised to undertake such work. The name of the caterer shall be first submitted for the approval of the Executive who may also require a copy of the proposed menu for approval. **The Schindler Hall and House and Classrooms has a dairy* kitchen and no prohibited non-kosher foods are allowed on the premises.**

*(Dairy foods must not contain Animal rennet, or non-kosher gelatine, e.g.: be labelled suitable for vegetarians or certified Kosher)

No excisable liquors are to be sold by the caterer or hirer. **The Hall and the site has a No Smoking policy and therefore tobacco is banned.**

Removal of equipment

All catering materials etc shall be cleared away by 11.30pm on the evening of the letting and the premises, plant etc shall be left in a clean, sound and orderly condition and free from refuse for which dustbins are provided. The hirer will, on demand, pay to the Synagogue any sum reasonably incurred in cleaning the premises or any part thereof or any equipment etc which may have been left by the hirer or his/her caterer in a dirty or untidy condition.

18. MUSIC AND DANCING LICENCE

The Hall is not licenced by the Local Authority for public music and dancing and in connection with any letting the hirer must undertake to cause no act to be done, nor allow any act to take place which shall infringe the regulations of the Local Authority.

19. MUSIC

Any music played must be finished by 11pm and no professional disco units or equipment may be engaged or used without prior permission.

20. SPACE NOT AVAILABLE



Any of the Spaces will not be available for letting on the eve, or day of a religious festival or High Holyday, and any such letting made inadvertently shall be deemed void and shall be cancelled and the Synagogue will return any monies deposited in connection therewith. The Synagogue shall not be held responsible for any loss or claim whatsoever by the hirer.

21. NUMBERS ADMITTED

Lettings are granted on the express condition that the numbers of persons to be admitted to the premises shall not exceed the following:

Schindler Hall

Seated (for a meeting)	300 persons
For a dance	144 persons
Wedding reception or similar function	144 persons

Other Spaces

By Arrangement

22. EXHIBITIONS

All lettings for exhibitions, bazaars, sales of work, etc, are subject to the hirer complying strictly with the requirements of the Local Authority relating to the layout and construction of stands and the fireproofing of materials. The hirer must submit to the Council two plans of the general layout, details of proposed construction and samples of fireproof fabric to be used.

23. CHILDREN'S ENTERTAINMENTS

Lettings of the Hall for Children's entertainments or other function involving the presence in the building of children are granted on the express condition that provision must be made for a sufficient staff or attendants to ensure due control and safety of the children by the hirer during the time they are on the premises.

24. INTERNAL DECORATIONS

The use of confetti and any combustible gas balloons at any letting is strictly prohibited. No decorations or balloons shall be affixed to any part of the Hall.

25. EXTERNAL DECORATIONS

No external decorations, flags or emblems, will be permitted without the prior approval of the Executive.

26. TAX, ROYALTIES & FEES

The hirer shall be liable for and must make arrangements for payment of any tax, royalties or performance fees chargeable in respect of any function for which the Space is hired.

27. FITTINGS ETC

No alterations or additions shall be made to the lighting, heating, seating, fittings, fixtures or other arrangements except with the prior consent of the Executive.

28. NON-AVAILABILITY OF HALL OR SERVICES

The Synagogue will not be responsible for any loss or damage suffered by the hirer in the event of the accommodation not being available by reason of accident, war, civil commotion, force majeure, strike, lock-out or other like causes. The Synagogue may however in such event, without admitting any legal obligation to do so, return the charges made by the hirer.

The decision of the Synagogue as to whether or not the Hall is available within the meaning of this clause, shall be final and binding upon the hirer. No responsibility will be accepted, or compensation paid by the Synagogue in the event of loss or damage being suffered by the hirer on account of failure of the lighting, heating or other equipment of the accommodation.

29. CANCELLATION OF LETTING

The Executive reserve themselves the right in their absolute discretion of cancelling any letting other than for functions and no compensation shall be payable by the Council in respect of such cancellation.

30. SECURITY

The hirer of the Hall is responsible for Security arrangements during the hire. For advice regarding Security requirements, the hirer should apply to the Security Officer through the Administrator.

31. PUBLIC LIABILITY:

When the premises are hired by a third party for an event, then the third party must have their own public liability cover in place in respect of their activities. Details of third-party Public Liability insurance must be supplied at the time the deposit is paid.

Signed by Hirer:

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Signature

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Name

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Organisation (if appropriate)

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Position (if appropriate)

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Date

Signed On Behalf of Southgate Progressive Synagogue:

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Signature

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Name

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Position

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Date