

## Venue Space Hire Terms and Conditions

(Revised version November 2023)

### ***THESE TERMS AND CONDITIONS COVER REGULAR WEEKLY, OCCASIONAL, AND ONE-OFF EVENT / FUNCTION HIRE - CLEARLY SOME CLAUSES ARE MORE RELEVANT TO ONE OR OTHER OF THESE***

#### **1. DEFINITIONS**

The Term 'SPS' Refers to Southgate Progressive Synagogue.

The term 'the hirer' is the individual person in whose name any space is booked.

The term 'Hall Lettings Officer' (HLO) shall be the person designated by the Hon Treasurer from time to time to be responsible for the administration of Hall lettings. In the absence of a volunteer HLO, our Office Manager will be responsible for dealing with enquiries and showing potential hirers around. The Hon Treasurer has the final decision on all matters but may delegate decision making to the HLO as s/he considers appropriate.

The term 'space' refers to the space to be hired, whether the Schindler Hall or the Baron Harris Room in the House.

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.

#### **2. APPLICATION, DEPOSITS AND CHARGES**

All applications for the hire of the Hall must be made on the approved form and emailed to the office at [office@sps.uk.com](mailto:office@sps.uk.com) stating the precise purpose for which the space is required. If the booking is accepted, then we will need a refundable deposit of £100.00 against late vacating, damage and/or breakage and/or contravention of the conditions of hire. The £100.00 deposit will be returned within 7 days of the completion of the event assuming none of the above conditions apply.

#### **Payment**

The outstanding balance of the hiring charge shall be paid not less than 30 days before the date of the event. If such payment has not been made at least 30 days in advance of the event, at the discretion of the Hon Treasurer, the event may be regarded as cancelled and unless otherwise directed by the Hon Treasurer, the deposit paid shall, in such event, be forfeited.

#### **Cancellation of booking**

If any letting is cancelled or postponed by the hirer, all charges paid by the hirer may be liable to forfeiture at the discretion of the Hon Treasurer. If the space is re-let for those specific hours, SPS may retain up to 50% of the deposit paid.

#### **3. PUBLIC ANNOUNCEMENTS**

No public announcement relating to any letting shall be made unless and until approval and permission in writing has been obtained from the Hon Treasurer or HLO.

#### **4. SERIAL LETTINGS**

An application for serial or block lettings of the space is subject to the conditions contained in clause 28. In no event shall any landlord and tenant relationship be formed within the meaning of the Landlord and Tenant Act 1954 and SPS retains the right to enter the premises at any times during the hire period.

## **5. REPARATION OF DAMAGE, etc.**

The cost of making good any damage which may be done to the building(s), fittings, fixtures, furniture, or equipment during or in connection with the hiring of the space must be borne by the hirer. The hirer is also responsible for any losses or items that go missing including any item in the kitchen store cupboard. If the refundable deposit is not sufficient to cover the damage or loss, the hirer will reimburse SPS within 30 days.

If SPS considers it appropriate, in the Hon Treasurer's absolute discretion, SPS 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 HLO or Hon Treasurer 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 the letting space is booked, 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 event and as such will be held responsible for any damage as previously mentioned. The hirer (or her/his responsible representative) is to be notified to the HLO and/or Hon Treasurer before the event commences and must be present in the space hired throughout the period of the letting.

### **Safeguarding**

If the letting is to take place at any time when children are on site (Monday to Friday from 9.30am to 3.30pm during term time, Saturday mornings, or other times (occasionally), 'the hirer' /responsible person must provide to the HLO or Hon Treasurer:

- an identity check, (in accordance with the [GOV.UK](https://www.gov.uk) website identification checking guidelines)
- an enhanced DBS check (including children's barred list check) requested/certificate provided.

For information as to how to comply with this, please ask to be put in touch with the SPS Designated Safeguarding Lead.

The hirer, by accepting these terms, confirms that they have read and accept the terms of the SPS Safeguarding policy, as found on the SPS website.

### **Fire Precautions**

The hirer is responsible for understanding and complying with the fire precautions on site. In particular, they will make themselves aware of the fire panel in the kitchen and the adjacent instructions, the location of the fire equipment in the area to be hired and the fire exits. Before and during the event the hirer is responsible for ensuring that all fire exits are clear of obstructions and that no doors are wedged open, particularly the kitchen doors.

Before the event starts, the hirer will brief guests / attendees about the fire precautions in the building and what to do in the event of an emergency.

## **7. ACCIDENTS**

The hirer shall indemnify the SPS against all accidents, expenses, claims, damages, penalties, and demands arising out of or in any way connected with the letting or any accident or loss however caused which may happen to, or be sustained by, any person by reason thereof. The hirer, by accepting these terms, confirms that they have read the SPS Health and Safety policy, as found on the SPS website and will comply with the policy.

## **8. GOOD ORDER**

The HLO and/or Hon Treasurer and other designated SPS person, such as the SPS caretaker, has the 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/events, and the hirer shall, upon request, comply with any such direction of that SPS 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, must not be left unattended at any time during the letting.**

## **9. ENGAGEMENT OF POLICE / PRIVATE SECURITY**

The HLO and/or Hon Treasurer 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 for this is to be borne by the Hirer.

## **10. RIGHT OF ENTRY**

SPS reserves the right of entry to all parts of the let space at all times during the letting by the SPS Executive Officers, Caretaker, or other person duly authorised by the SPS, or of the local authority, and any duly authorised agent of the Performing Rights Society. The hirer must inform her/his 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, including land surrounding the hall and the car park.

## **12. PARKING & REGISTRATION OF VEHICLES**

No more than one car or catering vehicle shall be allowed to park in the area behind the House, between the House and the Hall, and in no event may any vehicle be parked at the rear of the House during the hours of 9.30am to 3.30pm on Monday to Friday during term time. SPS accepts no liability whatsoever for vehicles parked within the SPS grounds. Cars shall only be parked in the marked spaces and when there are no more spaces, cars shall be parked outside, in the road, ensuring that they cause no obstruction to the SPS entrance/exit gates (fire regulations), nor to owners and occupiers of neighbouring properties or members of the public. All people leaving their cars in the car park during office hours must first register with the office manager in the Synagogue office.

## **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 request, and in the case of a meeting must 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 (and the event should finish no later than 10.30pm to allow for clearing up), or such earlier time as HLO and/or Hon Treasurer may have determined and informed the hirer.

## **14. ACCESS FOR PREPARATION**

Access to the Hall may be allowed for the purpose of any necessary preparation by arrangement with HLO and/or Hon Treasurer (at their sole discretion) provided application shall have been made not later than 7 days prior thereto. If access is during office hours, those with permission to enter the space must first register their presence on site with the office manager.

## **15. SETTING UP**

The SPS Caretaker (who must be hired as part of the package) will complete the initial set up of tables and chairs as per a floor plan which must be provided by the hirer 2 weeks prior to the function/event.

Any caterer used will be responsible for any adjustment to the layout of furniture. Any additional furniture that is hired in will not be set up by SPS. The areas used must be left as found.

Tables and chairs must be stacked at the end of the evening by the catering staff and returned to the storeroom. The caterer will be responsible for washing up of all equipment used and for the cleanliness of the kitchen and the correct disposal of any food or rubbish left over from the event. There are paladin bins close to the kitchen fire exit.

Any tablecloths and/or tea towels that are the property of SPS and have been used must be taken away, laundered, and returned within 7 days.

#### **16. 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 SPS 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, if required, and/or the carrying out of such duties as may be necessary in connection with the letting.

#### **17. DEPOSITING OF PROPERTY ON PREMISES**

Any equipment brought in by the hirer or their caterers shall not be left on the premises after the termination of such letting without specific prior approval of HLO and/or Hon Treasurer. SPS will accept no responsibility for property left on the premises in contravention of this regulation.

#### **18. 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 HLO and/or Hon Treasurer who may also require a copy of the proposed menu for approval.

**The Schindler Hall and House have 'dairy-only'\* kitchens and no meats or prohibited non-kosher foods are allowed on the premises.**

Vegan, vegetarian, pescatarian and dairy\* foods are permitted, but **NO** seafood (shellfish, crustaceans, and echinoderms) is permitted on the premises.

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

**NO cooking whatsoever is allowed to take place in the House kitchen**

**NO excisable liquors are to be sold by the caterer or hirer.**

#### **NO SMOKING**

**The Hall, House and the site have a No Smoking policy and therefore tobacco or vaping is banned from any part of the site including the car park and grounds; likewise illegal non-prescription drugs/substances are banned.**

#### **Removal of equipment**

All catering materials etc. shall be cleared away by 11:30pm at the very latest 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 SPS 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 her/his caterer in a dirty or untidy condition in contravention of paragraph 15, above.

## **19. 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 or allow any act to take place, which shall infringe the regulations of the Local Authority.

## **20. MUSIC**

Any music played must be finished by 10.30pm at the very latest and no professional disco units or equipment may be engaged or used without prior permission and approval from the HLO / Hon Treasurer.

## **21. 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 SPS will return any monies deposited in connection therewith. SPS shall not be held responsible for any loss or claim whatsoever by the hirer.

## **22. 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 (Health & Safety Regulations):

### Schindler Hall

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

### Other Spaces

by Arrangement

## **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 sufficient staff or attendants be present to ensure due control and safety of the children by the hirer during the time they are on the premises. These staff / attendants must comply with the Safeguarding section of paragraph 6, above and are deemed to have read the SPS safeguarding policy.

## **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 without prior permission and no Sellotape or other tape be used which may leave a mark

## **25. EXTERNAL DECORATIONS**

No external decorations, flags, or emblems will be permitted without the prior approval of the HLO and/or the Hon Treasurer.

## **26. TAX, ROYALTIES & FEES**

The hirer shall be liable for, and must arrange to, pay 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 HLO and/or the Hon Treasurer.

## **28. NON-AVAILABILITY OF HALL OR SERVICES**

The SPS 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. SPS may, however, in such event, without admitting any legal obligation to do so, return the charges made by the hirer.

The decision of SPS 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 SPS, 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 space hired.

**29. CANCELLATION OF LETTING**

SPS Executive Officers reserve the right, in their absolute discretion, of cancelling any letting other than for functions and no compensation shall be payable 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 SPS Security Officer through the HLO and/or the Hon Treasurer.

**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.

~ ~ ~ ~ ~

**Type of Booking:** Long-term ongoing regular event / One-off function, event, or meeting

**Space booked:** .....

**Date(s) of event(s):** .....

**Signed by Hirer:**

.....  
Signature Date

.....  
Name (CAPS)

.....  
Organisation (if appropriate)

.....  
Position (if appropriate)

**Signed On Behalf of Southgate Progressive Synagogue:**

.....  
Signature Date

.....  
Name (CAPS)

.....  
Position