



The Ringway Centre Hire Agreement Terms and Conditions

1 AGREEMENT

- 1.1 Signing this agreement means you have read and understood the terms and conditions of hire on the following pages
- 1.2 If the HIRER is in any doubt as to the meaning of any of these Conditions, please contact info@gpcg.org.uk for clarification before booking The Ringway Centre.
- Tick to confirm you have read and understood and will abide by the following terms and conditions of hire.
- Tick to confirm you have read and understood the risk assessments and will take full responsibility for the safety of your group during the period of hire.
- Tick to confirm you understand that any damages, extra time and extra cleaning will be charged and/or deducted from your deposit.

Full Name:

Room(s) / Space(s) Hired:

Date of Hire:

Purpose of Hire:

Duration: Cost (paid in advance)

Address:.....

Telephone:.....

Email:.....

Signature:

Date Signed:



2 HIRE SPACES

- 2.1 The Grove Park Community Group are responsible for safe running of The Ringway Centre. Individuals, organisations (and their attendees) hiring rooms or the garden at The Ringway Centre must adhere to the following terms and conditions of hire. We do not accept bookings from any group who does not align with the GPCG charity ethos.
- 2.2 The Ringway Centre rooms / spaces can be hired for group meetings, workshops, community events, cultural family gatherings and sessions within opening hours of the centre. Any other times need to be discussed and agreed as part of the hire agreement. They can also be hired for children's birthday parties up to 5pm. We do not accept adult parties.
- 2.3 The garden space includes both the woodland area (Cox's Wood), the lawn and patio area and can be hired separately, or in addition to hiring one of the rooms. Hiring a room does not automatically allow access to the garden, unless agreed at the time of hire. When using the garden please respect the investment that has been made and the many hours of volunteer time that have gone into creating a space to help our wildlife. We expect you to leave it tidy and intact. Damages will be deducted from your deposit.
- 2.4 During adverse weather, the woodland space will be closed off. The hiring party must not enter this space during this time. In the event that extreme weather warnings, garden bookings may need to be cancelled altogether. In the event that the Grove Park Community Group cancel a booking, all fees already paid shall be refunded.
- 2.5 The pond area can only be used by groups with appropriate public liability insurance. Children's party groups are not allowed to enter the pond area.
- 2.6 All spaces for hire and rates are listed on our website at:
<https://gpcg.org.uk/category/room-hire/>.

3 BOOKING AND PAYMENTS

- 3.1 **Booking Form.** All hires must complete the Booking Form information upfront.
- 3.2 **Deposits:** £100 deposit is required to secure the booking date and time.
- 3.3 **Advance Payments.** Payments can be in cash, BACs or via a Sumup Payment Link.
- 3.4 **Booking Allocated Time:** Please allow for setup and clean-up time when booking your hire duration. Rooms must be vacated within the allocated time and should be left clean and tidy. Additional fees may be charged if the time is exceeded.
- 3.5 **Cancellation Period.** 10 days' cancellation notice is required for full deposit refund.



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Registered Charity No. 1046082

- 3.6 **Payment Terms to Secure Booking.** The venue hire fee **MUST BE PAID IN FULL 7 days before the party/event.** If payment is not received within the 7 days, your event will be automatically cancelled.
- 3.7 **Inspections.** The HIRER shall allow, where necessary, a duly authorised staff member to inspect the space to ensure these rules are observed during the hire.
- 3.8 **Payment for Damages and Cleaning.** The Grove Park Community Group has the right to retain the deposit and/or request payment to cover the cost of repairing any damage done or special cleaning required to any part of the premises arising from the booking. The HIRER is responsible for leaving all spaces clean and tidy. Any additional damages caused will be invoiced separately/deducted from the deposit.

4 ACCESSING THE SITE

- 4.1 **Reporting to Office.** All bookings must report to the office before entering the centre. The office manager or site personnel will meet you at the Ringway Office (268 Baring Road, SE12 0DS) at the agreed time to provide access.
- 4.2 **Presence of Hiring Party.** The HIRER shall ensure that at all times during the period(s) of hire the person(s) named on the Booking Form and Hiring Agreement shall be present on the premises.
- 4.3 **Risk Assessment.** Please read and familiarise yourselves with the site risk assessment and ensure you let your party/wider attendees know. All HIRERS must carry out their own risk assessment and ensure they are familiar with all fire exits and other such procedures. Please ensure all questions are clear before the date of the booking.

5 GENERAL USE CONDITIONS

- 5.1 **Clean and Tidy.** The hire area and wider grounds must be left clean and clear of rubbish at the end of the hiring period. Chairs and table must be stacked & folded away. Any mess left behind, requiring extra cleaning, will be charged. The HIRER is responsible for any damage cause to any part of The Ringway Centre, including the garden and woodland area.
- 5.2 **Prohibited Equipment.** The HIRER shall not bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating to the premises. GPCG Public Liability Insurance does not cover the use of bouncy castles, trampolines or similar play equipment. The HIRER must demonstrate the right insurances from the organisation supplying these facilities are in place should such activities be used.
- 5.3 **Security & Stewardship Responsibilities.** The HIRER shall, during the hire period be



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responsible for the environment, for the health and safety of their party and for the consequences of the acts, omissions and behaviour of all persons using the premises in association with the booking. Security and stewardship are the responsibility of the hiring individual and their party/group. The Grove Park Community Group does not accept liability for incidents arising from the activities of the HIRER and are not liable for any accidents.

- 5.4 **First Aid & Emergency Responsibilities.** The safety of the HIRING Party is the responsibility of the HIRER. There is a first aid kit in the office and in the main hall kitchen. However, we recommend:
- a) The HIRER also bring your own first aid kit and attend to any accidents on site.
 - b) A fully charged mobile phone is present and call 999 for serious accidents immediately.
 - c) Report any accidents and incidents to the Grove Park Community Group staff member on site, for GPCG own records and risk assessment reviews.
- 5.5 **Supervision of Children.** The HIRER is responsible for ensuring that all children are closely supervised at all times. This includes the garden and woodland area.
- 5.6 **No Exceedance of Capacity.** The HIRER must ensure that the maximum capacity of each room or space is NOT exceeded.
- 5.7 **No Alcohol.** Alcohol should not be consumed or sold on the premises.
- 5.8 **No Smoking.** Smoking is not allowed anywhere in either of the buildings or grounds.
- 5.9 **No Pinups.** Nothing is to be stuck on the walls unless by blue tack. The picture rail can be used.
- 5.10 **No Open Fires or Flames.** Naked flames are not allowed in either of the buildings other than birthday cake candles.

6 HIRE FOR REGULAR GROUP ACTIVITIES

- 6.1 These conditions apply to the hire of any part of The Ringway Centre.
- 6.2 **PI Insurance Requirement.** The HIRER must have their own public liability insurance in place before they can run a regular activity at The Ringway Centre. Activities requiring PI insurance must submit a copy of the PI certificate to the office along with this booking form and Hire Agreement. If unsure whether you need one, please discuss with the office in advance.
- 6.3 **Evidence of Activity Procedures.** The HIRER should conduct their own risk assessment and be comfortable they are familiar with all H&S procedures of the centre. Please



enquire if unsure. Group sessions must ensure adequate H&S, safeguarding, first aid procedures and any other procedure or certification deemed necessary for the activity being carried out, are in place at the time of hire. A copy of operating procedures and certificates must be submitted along with the booking form.

- 6.4 **Safeguarding.** The HIRER shall ensure that an appropriate Safeguarding Policy is in place when carrying out activities that involve children and young people and/or vulnerable adults. The HIRER is responsible for carrying out all necessary DBS checks on all staff or volunteers involved in their activity. Please also refer to the GPCG Safeguarding Policy.
- 6.5 **Record Keeping.** The HIRER shall record all accidents and incidents and is expected to co-operate fully with any further investigation and will have appropriate means for contacting emergency services if needed.

7 USE OF GARDEN AND WOODLAND AREA

- 7.1 **No Camp Fires.** The HIRER is not permitted to use open fire in the woodland or cook onsite, unless specific written agreement is given in addition to this agreement, alongside special public liability cover.
- 7.2 **Keeping Garden Clean.** The HIRER must leave the site clean and tidy and take any equipment and rubbish with you when you leave. All material used for building dens must be cleared back in their place after the session is over as these cause a hazard to the following user. If not cleared, you will be charged for the extra clearing time required.
- 7.3 Please note that foxes do sometimes bring rubbish onto site. While every attempt is made and clearing the site on a daily basis, some may be missed. This is not an invitation to throw other rubbish into the garden and if you do find it, we would appreciate it if you also pick it up and bin it along with your own rubbish.
- 7.4 **Respecting Nature.** At no time shall the HIRER and their party/group destroy any part of the woodland habitats that have been created (camp space, dead hedges, cleared glades, etc.) At no time is the HIRER allowed to cut down vegetation, branches or trees.
- 7.5 **No Permission to Move Furniture.** Please do not remove or move any of the camp logs, furniture, any other garden furniture or any of the natural features you see including planting and landscaping elements. It is in place for a reason and should remain in the locations where it has been set up. Any damage will be deducted from your deposit.
- 7.6 **Use of Party Decorations.** Decorations such as regular balloons and bunting can be hung with string but helium balloons are not allowed due to the proximity of the railway line. All decorations must be taken down and taken with you at the end of the allocated time. Items should not be pinned or nailed to trees or other habitat structures as this could be harmful to wildlife.



- 7.7 **Food Preparation.** No food should be prepared on site unless previously agreed via a written agreement. Pre-prepared snacks and drinks are allowed as long as all rubbish is removed.
- 7.8 **Minimising / Eliminating Use of Plastics.** Due to the natural setting of the Woodland Gardens, we also ask you respect our environmental code and use re-usable containers, cups and bottles as far as possible, reducing/eliminating the need to use throw away plastics. No plastic party material should be left behind in the garden or woodland.
- 7.9 **Risk Assessment.** Please familiarise yourself with the site risk assessment. Typical hazards include trip hazards from ground ivy and bramble; eye height twigs and branches; a pond with deep water. You should also do a reconnaissance of the site yourselves before your event starts to ensure you are satisfied that all is as expected. Adults should supervise children at all times when in the Woodland Garden.
- 7.10 **The Pond Area is Strictly Prohibited.** At no time should HIRER's party approach the pond unsupervised. Pond sessions need to be led by a competent group leader who can also guide where children should stand, so not to disturb nature or our planting. Some planting dies back in winter. This does not mean its ok to trample and compact these areas. The pond is a wildlife pond and is not to be disturbed. No throwing of sticks or stones into the pond.

8 RESPECTING THE WILDLIFE AND OUR NEIGHBOURS

- 8.1 Please note that the Ringway Community Centre is surrounded by residential housing. Therefore, activities which may result in unacceptable levels of noise after day-time hours will not be permitted.
- 8.2 Please also ensure children do not disturb the wildlife habitats, such as the nesting birds in hedgerows, fox dens, hedgehog homes, other protected species like lizards found on site. In the woodland space please stick to paths so as not to disturb the wildlife.
- 8.3 There may be times when some sections of the garden will not be accessible. Hiring the garden does not necessarily automatically give you access to the whole woodland space. The Woodland area may sometimes need a rest, as it is primarily a site of nature conservation. Volunteers may be working in the woodland carrying out woodland management works and therefore their work should not be impacted by other users of the garden space. Please respect the setting and how it is managed. This will be communicated at the time of booking.