Kenton Hall - Terms and Conditions of Hire and useful information

John Billam Sports Ground, Woodcock Hill, Kenton, Harrow HA3 0PQ

SECURING A BOOKING

There is a non-refundable Booking Fee of £500 to reserve your hire date. Until we receive the booking fee, we have the right to offer the date to anyone else.

By submitting a completed Booking Form and/or making any payment, the Hirer agrees to be bound by these Terms and Conditions of Hire

The balance of the hire must be paid before or by the date shown on your invoice and/or any communication we have with you.

A refundable Security Deposit will be required approximately 14 days before the hire date. The deposit will be repaid within 14 days from date of hire, less any deductions that may be applicable. Payment and reference details will be sent to you on request.

PARTIES TO THE AGREEMENT

The "Hirer" is the person or organisation who completes the Booking Form and/or makes payment. GAA London (Registered Charity No. 265170) is the organisation managing Kenton Hall, hereafter referred to as "the Management" and/or "we". The 'Premises' refers to Kenton Hall and its surrounding area.

CANCELLATION BY HIRER

Refunds (excluding booking fee) will be granted based on notice period:

- More than 18 weeks: Full refund
- 12–18 weeks: 75% refund
- 6–12 weeks: 50% refund
- Less than 6 weeks: No refund

RIGHTS OF TERMINATION

The Management reserves the right to cancel or refuse a booking at any stage. Where applicable, a proportionate refund will be issued, which shall be accepted as full and final settlement.

The Management shall not be liable for cancellations or failure to provide facilities due to circumstances beyond their control (e.g. fire, flood, power failure, extreme weather).

INSURANCE, INDEMNITY AND RISK

We strongly advise hirer to take out their own Public liability/ Event insurance to cover the risk arising from the use of the premises. The Management accepts no liability for any accident, injury, loss or theft to the hirer, their guest and anyone associated to the hire.

The Hirer is liable for any damage, loss or claims during the hire.

The hirer will indemnify GAAL against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer's use of the premises.

STARTING AND FINISHING TIMES

We shall open the door to the premises at the Start time stated on the invoice. Hall must be vacated (including decorators, caterers, etc) by the Finish time quoted.

The Management have the right to charge an over-run fee of up to 1.5 times the normal hourly hire rate in 15-minute intervals. This over-run fee will be deducted from your Security Deposit.

PRINCIPAL CONTACT

The Hirer must provide a single nominated individual to act as the main point of contact throughout the booking and on the event day.

COOKING AT THE PREMISES

We do not allow cooking at the premises without prior consent – additional charges may apply. Warming and fry is allowed. Kitchen to be left clean and floor mopped. Any oil splatter must be thoroughly cleaned.

MUSIC AND SOUND LEVELS

The Hall is located within a residential area and we are required to keep very stringent control on the sound levels generated.

Hall staff will advise you if the levels are too high, please comply with any request to lower the volume. We have a sound level cut-off system when the volume exceeds a certain level.

ALCOHOL

Please note: we are a Licenced Premises so any alcohol brought onto the premises MUST be agreed prior to the event with the Hall Management. We charge a standard corkage fee of £500. Corkage allows you to bring and serve your own alcoholic drinks to your guest. When alcohol is being served, we will ask you to stop serving at least ½ hour before the end of the hire period to allow you to clear up. You will need to provide drinking glasses/plastics, ices, etc.

You cannot sell alcoholic drinks to your guest without prior consent from the Hall Management.

Alcoholic drinks MUST not be served to anyone below the age of 18, nor those who already appear intoxicated.

We have the right to charge you a corkage fee if we witness any alcohol being consumed in the premises or the surrounding grounds during the hire period.

SMOKING, DRUG USE AND ANIMALS

Smoking, e-cigarettes, Vaping, Drug use is not permitted anywhere inside the venue. No animals are allowed inside the premises except assistance dogs.

PROHIBITED ITEMS & ACTIVITIES

No fireworks, pyrotechnics, flares, sparklers, smoke machines, or explosives are allowed inside the premises or surrounding area. No betting, gambling or raffles unless lawfully licensed and agreed by the Management.

No inflatables or amusement rides unless specifically approved.

FIRE SAFETY

Fire exits must be kept clear at all times. Only tea lights are allowed as table decoration. Any other items that may pose a fire risk must be agreed with the Management and/or hall staff.

CAPACITY

Kenton Hall has a maximum capacity of the hall is 300 persons, set by the local authority. Please make sure that this number is not exceeded as we have the right terminate the hire.

We recommend restricting the number to 240 guests when using banqueting table layout and 300 guests when using theatre style seating

DECORATIONS

We do not allow use staples, nails, screws, tacks, pins, etc. Any marks left by adhesive tape/blu tac must be removed - please advise Decorators. No pyrotechnics are allowed within the premises or outside.

TABLE SET UP/DOWN

When Set Up and Down have been booked, we will arrange setting up the tables and chairs (as requested) before the booked start time. The tables and chairs can then be left at the end of the hire for the hall manager to put away. We will contact you a week prior to your booking with the layout required.

Were Set Up/Down has not been booked, it will be the responsibility of the hirer to return the tables and chairs to the location found. This will need to be done within the booked hire time. Please note, our banqueting tables are heavy and need two people to put them up and down. Chairs must be stacked 8 high. Stacking requires strong persons to stack and manoeuvre them. We highly recommend you use our Set up and down service.

HELIUM BALLOONS AND CONFETTI BOMBS

Helium balloons (unless prior agreed with Management) and confetti bombs are strictly prohibited on the premises; we reserve the right to charge for any helium balloons released into our ceiling and excessive cleaning for confetti. The current charge for each released helium balloon is £50 and minimum of £100 for excessive cleaning of confetti.

RUBBISH/WASTE

We provide one large industrial (1100 litre) size bin for your event. Please ensure all rubbish/waste is placed in this bin. We recommend stacking of plates/cups/etc to reduce the quantity of waste bags as any excessive rubbish not within the bin may be chargeable. All liquids (except cooking oil) left in bottles/cans should be disposed in the sink before disposing in bin.

Oils/Fats must not be disposed down the drain or in the grounds outside. Caterers must bring suitable containers to take waste oil/fat back to their premises and dispose as appropriate. We have CCTV throughout the premises and Kitchen, and we have the right to bar any caterer if they are seen to dispose of oils/fats inappropriately.

CLEANING

We will deal with all normal cleaning after your event; this included all Ground Floor areas. Kitchen to be left clean and floor mopped. Any oil splatter must be thoroughly cleaned. We reserve the right to charge for any excessive cleaning we may have to undertake.

At the end of your event, we ask you to take away everything that you may have brought to the Hall. Rubbish should be disposed in the bin and table left clear.

TABLES/CHAIRS

We provide high backed cushioned chairs and large round banqueting tables which measure 1.7m (66") in diameter which can accommodate up to 10 seats. We also have a large numbers of rectangular trestle tables that can be used for food serving, etc. Please note - we do not provide any type of table dressing/decoration or chair covers.

GENERAL ITEMS PROVIDED.

We provide toilet rolls and hand washes in the washrooms. We will provide a number of medium size dustbins for use within the hall. Please ensure you bring enough **LARGE STRONG black disposal bags** to fit into the bins provide. It is the responsibility of the hirer to manage the rubbish in these bins.

CAR PARK

Kenton Hall has parking for 100 vehicles plus a limited number of disable spaces at the front of the Hall. We do not manage the use of disable spaces, but ask all drivers to respect the use of these spaces for those who are less able bodied. No honking or engine revving – please respect local residents.

We, together with Brent Council, promote Green Travel Plan. Please ask guest invited to car share or use public transport. Preston Road underground station is a short walk away.

STAFFING

We will have duty staff for the whole duration of your event. They will be available to provide advice, deal with lighting, heating, spillages and issues on the day.