

THE CHANGEMAKERS HUB

Hall Hire Agreement

24 Mastmaker Road, London E14 9UB

<https://inspiredchangemakers.com>

THE CHANGEMAKERS HUB is the venue hiring space made available for bookings by Inspired Changemakers Ltd (Company No. 17032668), a company registered in England and Wales with its registered office at Crown House, 27 Old Gloucester Street, London WC1N 3AX.

Please read this agreement carefully before making a booking. By submitting a booking form you are agreeing to all terms set out in this document. Contact us if you have any questions.

1. Introduction

Welcome to THE CHANGEMAKERS HUB (the hub). We look forward to hosting your event. These terms apply to all hirers and their guests.

Key definitions used throughout this agreement:

- Hub: The premises known as THE CHANGEMAKERS HUB, 24 Mastmaker Road, London E14 9UB.
- Hirer: Any organisation, group or individual booking use of the hub.
- Hire Period: The time slot confirmed in your booking.

By making a booking you agree to the following:

- The Hirer must be at least 18 years old.
- All bookings are at the discretion of THE CHANGEMAKERS HUB management team.
- Hirers and their guests must treat all users and staff with respect.
- The Hirer (or a named representative authorised in writing) must be present throughout the hire period.
- The Hirer must complete and sign a Hire Report Form before leaving at the end of the hire period.
- The Hirer must allow hub staff access to the premises at any time during the hire period.

Parking: There are limited parking facilities for hirers or guests. Please ensure guests do not park illegally on the estate. Parking restrictions are displayed on the road.

2. Bookings

All bookings must be made using the official online booking form on our website. Submitting a form does not guarantee acceptance.

Your booking form must include:

- The purpose of the event and subject matter to be covered
- The expected age range of participants
- DBS certificates where the event involves children or vulnerable adults

Bookings may be refused if the event is considered inappropriate, likely to cause a public safety risk, likely to promote hatred or violence, likely to disturb local residents, in conflict with our policies and values, or likely to bring the hub into disrepute. We are not required to provide reasons for refusing a booking.

Provisional Booking

If approved, you will be notified by email or phone. The booking is provisional until the initial payment is received. A provisional booking is not a legally binding agreement and will be held for a maximum of 7 days.

Confirmed Booking

Your booking becomes confirmed once the initial payment has been received.

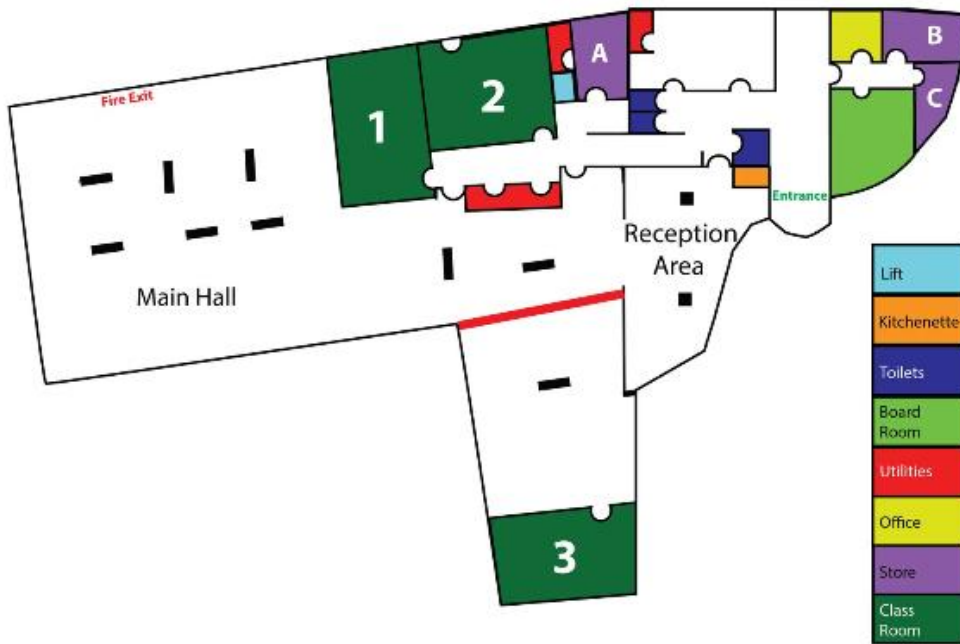
3. Facilities

There are various rooms and halls and details below:

| | |
|-------------|-------------------------------|
| Main Hall | Accommodates up to 150 people |
| Reception | Kitchenette and welcome space |
| Classroom 1 | Accommodates up to 20 people |
| Classroom 2 | Accommodates up to 20 people |
| Classroom 3 | Accommodates up to 20 people |

We have 100 chairs and 18 tables available for the main hall hire only. This does not include table linens and chair covers.

The Hirer is responsible for inspecting the premises before the event to confirm suitability.



Cleaning

A Light Cleaning Service is available through our hub cleaner (sweeping after the hire) as part of your hire, however

If the cleaning is not up to standard and our cleaner must complete the work, an additional charge of £100 will apply.

4. Pricing

Hire charges are below:

Main Hall

| Facilities | Durations | Prices |
|--------------------------------|---------------------------|--------|
| Main Hall – Monday to Friday | Hourly booking | £25 |
| | 4 Hour block booking | £80 |
| | Day rate 9am – 5pm | £150 |
| | Evening rate 5.30pm -10pm | £300 |
| Main Hall – Saturday to Sunday | Morning 9am – 12.30pm | £400 |
| | Afternoon 1pm – 5pm | £400 |
| | Evening rate 5.30pm -10pm | £400 |
| | Half Day – any 2 slots | £700 |
| | Full Day – all 3 slots | £1,000 |
| Classroom | Hourly booking | £20 |

We can arrange a set of chairs and table, of the layout of your choosing, this will cost an additional £50. Please inform us how you would like that to be arranged.

If the car park is left with rubbish, there is an additional £25.

5. Payments

All payments must be made by bank transfer. Bank details are available on our website and in booking confirmation emails. Only items confirmed in your booking email are included in the hire.

Short-Term Hire

- 50% of the total cost is due to confirm your booking.
- The remaining 50% must be paid at least 14 days before the hire date.
- For bookings made less than 14 days in advance, the full amount must be paid upfront.

Long-Term Hire

- Payments are due monthly in advance by standing order or bank transfer.
- Long-term agreements run for up to 6 months (or up to 12 months, with the option for either party to exit after 6 months by giving written notice before the start of month 5).
- Weekend long-term hires can only be confirmed one month in advance and may need to be adjusted to accommodate short-term bookings.

6. Deposit

A refundable deposit of £200 is required, payable at least 14 days before the hire date. The deposit will be returned within 14 days after the hire, minus any penalty charges, by bank transfer or cheque.

The management team may waive the deposit for public organisations in exchange for a written undertaking to cover any penalties due. If penalty charges exceed the deposit amount, an invoice for the difference will be issued for payment within 14 days.

7. Penalty Charges

You may be charged for the following:

- Loss or damage to the property or fixtures
- Additional cleaning required after your event
- Finishing after your agreed end time (£20 for every 15 minutes)
- Illegal parking by the Hirer or guests on the estate (deposit forfeited)
- Anyone remaining in the hub after closing time (Monday to Sunday 10.30pm)
- Alcohol being brought onto or consumed on the premises
- Any other costs arising from a breach of this agreement

For long-term hires, penalty charges must be paid before the next scheduled hire. If not paid within 7 days, the charge will be deducted from the deposit and future bookings may be cancelled. Outstanding balances must be settled within 14 days.

8. Cancellation

We reserve the right to cancel a booking if the hub becomes unfit for the intended use. In such cases no liability will fall on the hub for any losses or expenses incurred.

If you cancel a confirmed booking, the following charges apply:

- More than 28 days before the hire date: 10% of the total cost retained
- Between 8 and 28 days before the hire date: 50% retained
- Within 7 days of the hire date: 100% retained (50% refundable if another booking is confirmed for the same date)

Cancellations must be made in writing and take effect on the date received by the hub.

9. Damages and Signage

The Hirer is responsible for any damage caused during the hire period. Please ensure:

- No nails, screws or fixings are driven into walls, floors, furniture or fittings
- Any damage, theft or loss is reported immediately and the cost of repair or replacement will be charged
- No signs, posters or banners are attached to any part of the building without prior written approval
- Any approved signage is removed at the end of the hire period
- No advertising using the hub's name or identity is displayed on lamp posts, street furniture or similar without written consent
- Leaflets must not be distributed outside the hub without express permission

The name CHANGEMAKERS HUB may only be used to identify the location of your event, not in connection with your own branding or promotion.

10. Equipment

Please ensure all tables, chairs and equipment are returned to their original positions after use. Any keys issued must be returned as agreed.

All electrical equipment brought into the building must comply with the Electricity at Work Regulations 1989. The hub accepts no liability for equipment that does not comply. Do not alter, disconnect or interfere with the hub's electrical installation or install additional lighting.

We have the below equipment available for hire, please ensure they are returned in good condition.

| | |
|-------------------|-----|
| Urn | £20 |
| Speakers with mic | £20 |

| | |
|---|-----|
| Projector & screen | £20 |
| TV Screen | £20 |
| 1 Extension cable is available upon request | |

11. Food and Alcohol

Where food is being prepared, hirers must comply with current food hygiene laws (Food Safety Act 1990 and Food Hygiene Regulations 2006 as amended). No food is to be stored in the hub after your hire. All food preparation must take place in the area provided. No cooking is permitted inside and outside the building using barbecues or external cooking devices.

Alcohol is strictly prohibited. The sale, service or consumption of alcohol on the premises is not permitted under any circumstances. If alcohol is found on the premises, the hire will be terminated immediately, the deposit will be forfeited, and no refund will be issued.

12. Noise and Entertainment

- Music and entertainment must take place inside the building only and must stop by 9pm.
- Noise levels must not disturb other activities in the building or local residents.
- The hub reserves the right to set acceptable amplified sound levels.
- Arrivals and departures must be managed quietly to avoid nuisance to neighbouring properties.

13. Waste and Cleanliness

At the end of your hire you must:

- Ensure all areas are free of litter
- Empty all bins and place waste in the commercial bin provided outside in the bin room
- Clear any rubbish from pavements or the surrounding area

Any items belonging to the Hirer left on the premises after the hire period may be disposed of at the hub's discretion. The Hirer will be liable for any disposal costs. Additional waste disposal charges may apply if the hub incurs extra costs.

14. Health and Safety

All hirers, guests and members of the public must comply with the hub's health and safety rules at all times. A copy is available on request. In particular:

- Smoking is illegal anywhere inside the building
- Candles and incense sticks are not permitted
- Fire exits must be kept clear at all times
- Fire extinguishers and fire equipment must not be interfered with
- All hirers must familiarise themselves with fire escape routes before the event begins

Emergency Procedures

If the fire alarm sounds, everyone must leave immediately by the nearest fire exit. Do not re-enter until you have received permission from hub staff. Call 999 in the event of a fire.

15. Safeguarding

The Hirer is fully responsible for safeguarding children (under 18) and vulnerable adults during the hire period, in line with current legislation including the Children Act 1989, Safeguarding Vulnerable Groups Act 2006, and statutory guidance such as Working Together to Safeguard Children (2023).

If an organisation hires the premises and works with young people then you must:

- Have an up-to-date safeguarding policy and follow it throughout the hire
- Provide copies of your safeguarding policy at the time of booking or on request
- Supply DBS check details for all adults working with or supervising children
- Maintain appropriate adult-to-child ratios in line with relevant guidance

16. Extreme Views

The hub will not be hired to any individual or organisation that promotes extremist, hateful or discriminatory views. This is consistent with our obligations under the Equality Act 2010 and the Counter-Terrorism and Security Act 2015.

Any public speaker advertised for an event, must receive prior authorisation. In addition, bookings may be refused if the event is considered inappropriate, likely to cause a public safety risk, likely to promote hatred or violence, likely to disturb local residents, in conflict with our policies and values, or likely to bring the hub into disrepute. We are not required to provide reasons for refusing a booking.

17. Insurance

Hirers must arrange their own public liability insurance to cover all liabilities arising from their event. The hub's insurance does not cover the Hirer or anyone acting on their behalf. We recommend a minimum of £5 million public liability cover.

18. Liability and Indemnity

The Hirer agrees to accept full responsibility and indemnify the hub against any claim, action or demand that arises from the hire, including:

- Loss, damage or theft of any equipment or personal belongings
- Any safeguarding issues that arise during the hire period
- Any breach of these terms and conditions

The hub will not be liable for any consequential, indirect or special losses, including loss of business profit, contracts or reputation, in the event of cancellation or termination of the hire.

19. Termination

The hub reserves the right to terminate any hire immediately if the Hirer or their guests behave in a way that is unlawful or harmful to the hub or others. In such cases the deposit and any fees paid will be forfeited.

If the hub must close or cancel a booking for reasons beyond our control, we will give at least 48 hours notice where possible (or as much notice as is reasonably practicable in an emergency). In such cases, a proportionate refund of fees paid will be issued, but no further liability will fall on the hub.

20. Legal Provisions

Governing Law

This agreement is governed by the laws of England and Wales. Any disputes will be subject to the jurisdiction of the English courts.

No Tenancy Rights

This agreement does not create a tenancy or any rights under the Landlord and Tenant Acts.

Third Party Rights

This agreement does not confer any rights on third parties under the Contracts (Rights of Third Parties) Act 1999.

Responsibility

The person who signs the booking form is personally responsible for ensuring all guests comply with this agreement. Where the Hirer is an organisation, the management committee will be jointly and severally liable alongside the named Hirer.

Agreement and Signature

By submitting a booking form and making payment, you confirm that you have read, understood and agreed to all the terms in this Hire Agreement.

Full Name: _____

Organisation (if applicable): _____

Signature: _____

Date: _____

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Inspired Changemakers Ltd (Company No. 17032668), registered in England and Wales at Crown House, 27 Old Gloucester Street, London WC1N 3AX, trading as **The Changemakers Hub** at 24-26 Mastmaker Road, London E14 9UB ("the Venue Provider").