**Terms and Conditions of Use of The Woodfield Pavilion**

1. THE SECURITY FEE is required to secure a booking. It will be returned in full subject to the

premises being vacated on time and being left in a clean tidy state with no damage incurred.

If a key has been issued this must also be returned to the Manager. The Woodfield Project

reserves the right to withhold part or all of the Security fee to cover additional time used by

the hirer, costs of cleaning and/or repairing damage incurred as a result of a booking, or

where a hirer does not arrive for an agreed hire that has been paid for in full, including those

on a revenue-split basis. See also points 5, 6, 9, 10, 13 & 14

2. HIRE & HIRE FEE PAYMENT, a completed booking form must be received by The Woodfield for

the hire, this form includes all spaces, dates and times that have been agreed. The times of

the hire must include all setting up, tidying up and cleaning required for all spaces. Any extra

time or space used outside this agreement will be chargeable.

On receipt of the completed booking form an invoice will be sent, either 8 weeks prior to the

hire date, or immediately if the hire date is within 8 weeks. The invoice will contain a Payment

link to enable card payments. The invoice must be paid within 7 days of receipt.

3. CANCELLATIONS

a. If written notice is received by The Woodfield Project a minimum of 28 working days

before the hire date, the security fee and hire fees will be refunded, less a £20 fee or 20%

for hire charges over £400.

b. Bookings that are cancelled within 28 days of the hire date will receive a refund of the

security fee, but all Hire fees are non-refundable and will be retained by The Woodfield

project.

4. INSURANCE Business bookings must provide copies of their Insurance policy to The

Woodfield project. Private Hire booking Insurance is the responsibility of the hirer. The

Woodfield Project cannot accept responsibility or liability in respect of any damage to or

loss of any property, person or articles whilst on the premises or that are left on the premises.

5. PROHIBITED ACTIVITES The Hirer has permission to use the agreed Woodfield Pavilion areas

defined on this booking form. This DOES not provide permission to use the Woodfield Field

for any Activity; special permission may be required from Wandsworth Borough Council for

this purpose, which would be the Hirers responsibility. Hirers using The Woodfield Pavilion

demise must not undertake any hazardous activity where there is an inherent risk of injury

e.g. use of bouncy castles or inflatables, provision of contact sports. Any Hirer wishing to

undertake such activity must provide copies of their own insurance and appropriate

permissions with this form. No additional equipment can be used on the premises without

prior permission, and must be named on the booking form.

6. NO SMOKING under any circumstances in any part of the building.

7. ALCOHOL CONSUMPTION IS PERMITTED provided it is not for sale or for public consumption

outside the premises or provided to under 18s. The hirer agrees to responsible drinking by all

parties on the premises. Any party wishing to sell alcohol at an event will need a Temporary

Event Notice available from Lambeth council with prior permission from The Woodfield

Project.

8. PLEASE RESPECT OUR NEIGHBOURS at all times of day but particularly if leaving in the

evening. Amplifiers are only permitted with prior agreement of The Woodfield Project. Any

events running past 9pm on weekdays and 7pm on weekends will need prior permission from

The Woodfield Project and Wandsworth Council. Any anti-social behaviour will result in loss

of security fee.

9. TOILETS must not be used for the disposal of sanitary towels, wet wipes or nappies. Please

use the bins provided. The security fee may be used to cover costs of unblocking toilets.

10. FURNITURE is not to be moved from around the building except by prior arrangement with

The Woodfield Project, nor is it to be dragged across floors. All furniture is to be left in its

original position.

11. THE KITCHEN can only be used with prior consent from The Woodfield Project on the booking

form. Please wash and return any used items to where you found them.

12. ALL FOOD AND SPILLAGES must be completely cleared up in all areas used during a booking.

13. All RUBBISH must be taken away by the hirer as there is limited waste collection at the site.

14. LOCKING UP The premises must be left fully secure when the building is vacated. All external

doors must be locked, fire doors shut and external shutters down. All lighting must be

switched off (toilets included).

15. ADDITIONAL INFORMATION: Fire extinguishers and fire exits can be found in all areas. In case

of fire all personnel must leave the premises and assemble on the Abbotswood Road (eastern)

side of the Woodfield Rec. There is a First Aid box in the kitchen.

16. Please also be aware that there may be times when other people are using different parts of

the building during your hire. You are only permitted to use the part of the building that you

have hired. Please be considerate of other users.

17. CHILD PROTECTION. Under the Children Act 1989 we are obliged to draw your attention to

the following:

You are responsible for the children in your care, and they must not wander out of the area

you have hired.

a. You must not leave children alone without adult supervision at any time. There must

be at least 2 adults with children no matter how small the group. No person under

the age of 18 should be left in charge of children of any age.

b. Please make sure that hot drinks or any object which might cause injury to children

are kept out of reach.

c. Children must not be allowed to climb on furniture.

d. Please keep children out of the kitchen.

e. Any additional equipment used must be named on the booking form and there must

be adult supervision at all times when it is being used, and the equipment must be

well-maintained and suitable for use in the space hired.

f. You are required to ensure that children and adults who may be vulnerable are

protected at all times, by taking all reasonable steps to prevent injury, illness, and loss

or damage occurring.

18. HEALTH & SAFETY You must report details of any accidents, faulty equipment or building

maintenance issues to the manager by email or at the address on the booking form or in the

building maintenance book in the main hall.

19. DATA PROTECTION We will hold your details in relation to this booking, but will not pass them

on to any third party.