

HORNSEY VALE COMMUNITY CENTRE LETTINGS RATES
As of 6th June 2016
Rates are per hour**

Paid Classes:	Daytime (week) £13.00 Evenings/Weekends £15.00		
ROOM	HIRE PERIOD	COMMUNITY/ NOT FOR PROFIT	PRIVATE LETTINGS
Whole Centre	Daytime (Week)	£29.00	£56.00
	Evening/Weekends	£39.00	£64.00
Main Hall Only	Daytime(Week)	£12.00	£29.00
	Evenings/Weekends	£15.00	£36.50
Small Hall	Daytime (Week)	£ 8.00	£13.00
	Evenings/Weekends	£12.00	£19.50
Meeting Rooms 1* and 2*	Daytime (Week)	£ 8.00	£11.50
	Evenings/Weekends	£12.00	£15.00
Main Hall & Small Hall	Daytime (Week)	£14.00	£30.00
	Evenings/Weekends	£20.00	£38.50
Gym	Daytime (Week)	£ 12.00	£29.00
	Evenings/Weekends	£14.00	£36.50
Kitchen	Preparation (Not using cookers)	Per hour	£5.00
	Cooking (Using cookers appliances)	Per hour	£10.00

*Meeting rooms used for Therapy sessions will be charged at the Private letting rate unless sessions offered are at reduced rates, donations based or not for profit

A Deposit (**50% of total fee for children's parties (under 12's)/events before 6pm and/or with fewer than 50 guests and £250 for parties/events with after 6pm and/or with over 50 guests**) is required to secure all bookings. This will also serve as a cancellation fee. This is returnable after your event. The Association however, reserves the right to withhold part or all of the deposit if any user leaves any part of the Centre in an unacceptable state (see booking conditions for further details).

Party/event hire after 6pm and/or with over 50 guests will be charged a cleaning fee of £90 per event

BOOKING FORM (OCCASIONAL USE)

Before you fill this in, please see our booking conditions attached.

About the Hirer

Name: _____

Organisation (if applicable) _____
(We require that a named person be responsible for group bookings)

Contact address: _____

Post Code: _____

Home telephone: _____

Email: _____

Can we add your email to our database to send you information about events and special offers at Hornsey Vale? Yes/No

We will not share your information with other organisations

ABOUT YOUR BOOKING

Which room(s) would you like to book? (Please Tick the room/s you want to book)

Main Hall Only

Small Hall Only

Main Hall and Small Hall

Main Hall, Small Hall and Meeting Room 2

Meeting Room 1

Meeting Room 2

Gym

Whole Centre

Will you be using the kitchen: Yes/No (please circle)

If using the kitchen you be: Using cookers? Not using cookers? (please circle)

Date(s) of booking: Time: From: To:

Remember to include setting up and cleaning up time in your booking

Functions/activities must end at 9.30pm From Sunday to Friday and 10pm on Saturdays. We operate one late night Late Nights per month on a Saturday only, please ask if a late night is possible.

PLEASE NOTE: The 'end' of a Party/Event means that you are cleaned up and ready to leave. E.g. If you have booked from 2pm to 5pm, at 5pm you must be ready to leave and have left any room/s hired in a clean and tidy state. Failure to do this will result in money being deducted from your deposit and you may be billed extra costs for hire and/or cleaning

ABOUT YOUR BOOKING (Continued)

**Please circle the relevant answers*

Is this a private or community group booking? *Private/Community/Not for Profit

What is the nature of your activity? *Party/Community Event/Fundraiser/Workshop/Other

If Other, please state type of booking:

Will it be a private function or open to the public? *Yes/No

Please specify type of public function

Can we put it on our Events List if it's open to the public? *Yes /No /Not Applicable

How many people? Will there be an entrance charge? *Y/N

If yes please state £.....

Will you be selling alcohol? *Yes/No

If yes, please read the section in the 'Booking Conditions' regarding alcohol licenses. Private parties may bring their own alcohol to consume on the premises

If yes, have you applied for an alcohol license: *Yes/No

Will you be using a caterer? *Yes/No

If yes, please provide the name of the company and a contact number:

Name: _____

Contact number: _____

Email: _____

Is your caterer a Registered Food Business? *Yes/No/Don't Know

I have read and understood the booking conditions and agree to **pay the full hire fee two weeks before my event**. I also agree to **pay a deposit amounting to 25% of the full for a party/event for children under 12 years before 6pm or £250 for bookings after 6pm or large parties/parties/events for teenagers and/or adults**, this will then become a security fee on the day, (if paying by cheque - a separate cheque for the deposit amount is required. Deposit cheques are destroyed after your party/event unless you ask for it to be returned. If you would like your cheque returned please let us know. Deposits paid in cash will be available for collection on the Monday following your event/party. Your deposit may be withheld in full or part if the centre is not left in an acceptable state or your party/event has over run the time you have booked.

I would like my deposit cheque returned: *Yes/No

Signed Date

Please return to The Co-ordinator:

BOOKING CONDITIONS

Before you fill in the booking form, please read the notes below. We try not to have too many rules but we can only operate and offer the lowest rates, if you work with us and observe the following:

We have three rates for hirers; groups organising events and activities for the benefit of the local community qualify for the lower rate. Private functions are charged at a higher rate. Finally, there are “paid class” rates. Please see attached sheet for details of rooms available and relevant lettings rates.

We ask all groups to name a **responsible person** who will act as a contact and ensure that his/her group respect our booking conditions. In particular, children must be closely supervised. The full hire fee is payable two weeks before the booking date, and we require a **50% deposit to hold bookings before 6pm or £250 for parties/events after 6pm**. This is returnable, unless there is damage to the building; the place is left in an unacceptable state or the booking over runs the time you booked. **The deposit will also serve as a cancellation fee** unless we are notified of cancellation two weeks before the party/event. Regular users will be expected to pay a cancellation fee equivalent to the hire rate for the duration of a class/activity, unless we are given a minimum of one week’s notice. **Those running paid classes will be asked, in addition, to provide evidence of relevant qualifications/training and appropriate personal liability insurance.**

Wear and Tear/Furniture and Key holding Surcharge: A charge of £25 for parties/events of up to 50 guests or £45 for parties/events of over 50 guests will be charged. ***This fee will not be charged for parties/events for children under 12 years finishing before 6pm. This fee will not be charged for community events ending on or before 6pm.***

Teenage Parties: For parties where the majority of guests are teenagers we require a parent/guardian to sign booking forms and make all arrangements. It is also necessary for responsible adults (over 25) to supervise the party at all times. We expect a minimum of 1 adult per 10 teenagers to be on site at all times. Where we feel there is a need for security we will insist on trained and registered door personnel to be engaged by the adult booking the party and will need to see evidence of this.

We ask you to arrive at the appointed time, and to return the centre to the state in which you found it **within the time you have booked**. **You will be charged for any extra time, even if you’re clearing up.** All our keyholders are volunteers and will show you where things are kept and how they work. We don’t ask them to clean up or wait around. The contact numbers for the key holders should only be used in emergencies. If an event finishes before the specified time, you may use the emergency number. However, if your key holder is unavailable, you will have to stay in the building until s/he arrives. Please make sure that all outside areas are cleaned of litter etc. **All activities/functions must end by 9.30pm Sun-Fri and 10.00pm on Saturdays with the exception of Late Night’s which are allowed once a month and finish at 10.30pm**

Using the gym: There are wall-bars in the gymnasium which some hirers may consider a hazard if young children are to be present. We ask hirers to make their own risk assessment of the gym before booking, and to be responsible for all children while on the premises. Children are not allowed in the kitchen. There are two first aid boxes: one in the foyer and one in the kitchen.

Using the kitchen: If you have booked the kitchen and will not be using a Caterer, please read the information on ‘Kitchen Hygiene and Safety’ and ensure that you follow the advice given at all times. If you are using a caterer please ensure that they are a Registered Food Business and ask to see their certificate. Please make sure you keep contact details and the name of the company and provide those details to Hornsey Vale.

Using bouncy castles: Please ensure that you hire from a reputable company with the correct HSE certificates and Public Liability Insurances. Let the company know that the ceiling height in the Main Hall is 10ft so you have the correct castle. Ensure that there are mats around the castle (these should be provided by the company you hire the castle from).

Hiring extra tables/chairs and other equipment: Should you wish to hire in your own tables, chairs and catering equipment please note that we cannot store them before or after your party/event, therefore you should arrange delivery and collection within the times you have booked.

Booking Conditions (continued)

The centre is in a residential area. Amplified music carries! We also ask hirers not to congregate loudly in the forecourt, especially in the evening. Please ensure windows and doors are closed to avoid loud music being carried into the street. When leaving the centre, think of our neighbours' right to peace and quiet and leave quietly. There is no parking on the forecourt, with the exception of loading and unloading, and street parking is very limited. We ask you to come to the centre without your car if you wherever possible.

Smoking is permitted in the courtyard ONLY. Please ensure your guests use the ashtrays provided and all cigarette butts are swept up and disposed of.

Cleaning: We expect the Centre to be cleaned properly at the end of children's parties/events. This means brushing and moping of floors, collecting rubbish and placing it in the appropriate places (recycled glass, plastic, paper and card to be placed in the recycling skip in the courtyard and general waste to be placed in the rubbish skips outside the kitchen door). We expect you to clear your rubbish from all the areas that you have used! Make sure you check the courtyard and outside spaces for rubbish. We also expect all tables/chairs that you have used to be put back in the places you found them. For Large parties or parties/events after 6pm you will be expected to put tables and chairs back, remove your rubbish and ensure the kitchen is tidy before leaving.

Please DO NO STICK THINGS ON WALLS WITH Sellotape, BluTack or drawing pins. Dry ice machines and bubble machines are not allowed to be used at Hornsey Vale.

Kitchen equipment: Please note we do not provide any Kitchen utensils, crockery, cutlery or pans. Should you want to use them please ensure that you bring them with you.

Alcohol licenses: If alcohol is to be sold on the premises, a licence must be obtained from Highgate Magistrates Court 28 days before the event. Court sits on the 1st Friday of every month, Contact: 8345–2005. The Association will need to see this licence 3 to 4 days before any booking can be confirmed.

The centre cannot be held responsible for theft/damage to your equipment on the premises. Users must be appropriately insured.

We operate an **Equal Opportunities Policy** and we try to offer activities which appeal to the broadest range of local people. **The centre is accessible to people with disabilities:** if you have any special needs, talk to the centre co-ordinator about our facilities. **We do not promote activities which may discriminate against any person or group.** We reserve the right to refuse a booking which we feel contravenes this policy.

IF YOU HAVE LEFT THE CENTRE IN AN UNACCEPTABLE STATE WE WILL RETAIN YOUR CASH YOUR DEPOSIT OR CASH YOUR DEPOSIT CHEQUE TO PAY FOR EXTRA CLEANING, REPLACEMENT OF DAMAGED ITEMS ETC.

We hope your party/event goes well and appreciate any comments you may have. We would love to hear feedback from you: please email us at info@hornseyvale.org

FOOD SAFETY AND KITCHEN HYGIENE

If you are hiring the kitchen and not using a caterer please follow these simple rules to keep you and your guests safe

Before preparing food:

- Always wash your hands - using the hand wash sink (clearly labelled in the kitchen)
- Wear clean clothes
- Wear an apron
- Take off jewellery
- Tie back your hair

DO NOT PREPARE FOOD FOR OTHERS IF YOU ARE SUFFERING FROM DIARRHOEA OR VOMITING

Wash your hands properly:

- Use warm water and soap
- Make a lather
- Rub back of hands and fingers
- Rub in between fingers, around thumbs and fingertips
- Rinse with clean water
- Dry hand thoroughly on a disposable towel
- Turn off the tap with the towel

Remember to wash your hands:

- Before touching ready to eat foods
- After going to the toilet
- After touching raw meat, poultry or eggs
- After emptying rubbish
- After cleaning
- After touching a cut or changing a dressing
- After a break

When you are preparing food:

- Do not smoke
- Do not eat or drink
- Avoid touching your face
- Avoid coughing or sneezing over food
- Cover any cuts with bright coloured plasters (provided in the 'Catering' First Aid Kit in the kitchen)

Using cloths:

- Use single use cloths wherever possible and throw them away after each task (we do not provide these)
- Always use a new cloth to wipe work surfaces, equipment or utensils that will be used with ready to eat food
- Do not use the same cloth to wipe areas where uncooked meat, poultry, fish or eggs have been prepared

Using fridges/freezers

- Store raw and ready to eat foods separately
- If using the same fridge store raw meat/poultry/fish below ready to eat foods (this stops drips and bacteria dropping onto ready to eat food)
- Check fridge/ thermometers - Fridges should be between 0-5 degrees, Freezers -18 degrees or lower (remember lower in the minus scale would mean 19, 20, 21 etc)
- If defrosting food, cover with a cloth and keep in the fridge until full defrosted - never cook partially defrosted food!

Preparing food

- Prepare raw meat/poultry/fish in a separate area to other foods
- Don't use the same chopping boards or knives for raw foods and ready to eat foods
- When grilling make sure when you are adding raw foods that they do not touch food already cooked
- Keep cooked food covered to protect it from harmful bacteria - this is especially important for cooked food and other ready to eat food
- Always use containers or bags that have been designed to store food
- Suggested coverings are: tin foil, cling film, plastic boxes with lids or freezer bags
- Do not store food in opened tins
- Make sure food is properly covered
- Don't let the covering fall into the food
- Never re-use foil, cling film or freezer bags
- Make sure plastic boxes are washed, disinfected and dried between uses
- If you think that ready to eat food has not been separated from raw meat/poultry/fish throw it away
- If equipment/surfaces/utensils have been touched by raw meat/poultry/fish wash, disinfect and dry them to prevent harmful bacteria spreading

Using the right sink

- For washing your hands use the hand wash sink (small one clearly labelled)
- For preparing food or washing food equipment and utensils use the two large sinks in the main part of the kitchen (clearly marked)
- For all non food cleaning e.g. paint brushes, arts and craft equipment, use the two large sinks opposite the fridge/freezers

Food Allergies

There are increasing numbers of people who suffer from food allergies, the most serious of which can be fatal. To ensure all your guests are safe follow these simple steps:

- Ask all your guests if they have any food allergies
- The main types of food allergy are: nuts, wheat, milk, shellfish, soya
- If one or more of your guests have a food allergy it is best to ask them what they can eat
- Make sure you prepare food for allergy sufferers completely separately from the other food you are preparing

If you are cooking at the Centre and would like more information about food safety, please contact the coordinator who can provide you with a food safety pack.

EQUAL OPPORTUNITIES

We want Hornsey Vale Community Centre to be accessible to everybody. It will help us to monitor how effective our equal opportunities policy is, if you will complete this part of our booking form.

1. How would you describe your ethnic origin or the ethnic composition of the group you represent?

African
Asian
Caribbean/West Indian
Greek Cypriot
Irish
Turkish Cypriot
UK/ European

Or:

2. Is your group mainly

Female Male Mixed.

3. Do you know that Hornsey Vale Community Centre is fully accessible to people with disabilities?

Do you or any of your group have a disability?

Are there any special needs you think we should be catering for?

.....

4. We would like to welcome users of all ages. Would you mind telling us which age group you or the majority of your group belong(s) to?

Under 16
17-25
26-40
41-50
51-60

5. If you are hiring on behalf of a group, what type of organisation is it?

.....

What are its aims?

.....

Is it a charity?

.....

Is it local?.....

CLEANING INSTRUCTIONS AND NOTES

Hornsey Vale Community Centre is situated in a residential area. Any disturbances from user groups at the centre are treated very seriously and can jeopardise our agreement with Haringey Council. **IT IS YOUR RESPONSIBILITY THEREFORE TO ENSURE THAT GUESTS STAY WITHIN THE CENTRE DO NOT CAUSE A DISTURBANCE IN THE COURTYARD OUTSIDE OR ON THE STREET DURING YOUR BOOKING.**

We have many users at our centre especially at weekends. As a registered charity we do not have the finances to employ a caretaker so bear in mind that the people who come to unlock and lock up for you are **VOLUNTEERS**, giving up their spare time - please therefore **ENSURE YOU ARE READY TO LEAVE ON TIME** and the **HALLS ARE LEFT AS YOU FOUND THEM.**

YOU MUST ENSURE THAT:-

- ◆ **ALL TABLES ARE WIPED CLEAN** WITH A DAMP CLOTH (found in cleaning cupboard)
- ◆ **TABLES ARE PLACED IN TROLLEY'S.** PLEASE ENSURE THE BRAKES, found on trolley wheels, ARE APPLIED BEFORE LOADING OR UNLOADING.
- ◆ **ADULT CHAIRS ARE PLACED IN THE STOREROOM AROUND THE SIDES IN COLUMNS.** THE TWO TABLE TROLLEYS ARE PLACED IN THE MIDDLE.
- ◆ **ANY SPILLAGES ON THE FLOOR ARE MOPPED** (found in bucket in cleaning cupboard). The mop should be rinsed in the cleaning cupboard sink and placed back into the bucket. IF THE WATER IS VERY DIRTY PLEASE REFILL WITH FRESH WATER AND ADD a ¼ CUP OF CLEANING SOLUTION.
- ◆ ONCE THE FLOOR IS FREE OF SPILLAGES AND DRY, **IT IS SWEEPED WITH BLUE SWEEPER** (found in cleaning cupboard)
- ◆ **PLEASE REMEMBER THAT THE HALLS ARE LARGE AND WILL TAKE TIME TO BE CLEANED PROPERLY. PLEASE ALLOW PLENTY OF TIME FOR CLEANING UP AS DEPOSITS WILL BE TAKEN IF THE HALLS ARE NOT LEFT IN A CLEAN STATE.**
- ◆ **RUBBISH IN TIED BLACK SACKS,** (found in the kitchen on the lower shelf of the prep unit, under the hot water still to the left of the kitchen door) **is placed in the right hand bins** outside of back kitchen door. **PLEASE ENSURE NO GLASS IS PLACED IN BIN SKIPS - ALL GLASS MUST BE PLACED IN GREEN GLASS BIN TO THE LEFT OF THE KITCHEN DOOR. ALL PAPER AND CARDBOARD TO BE PLACED IN THE GREY PAPER RECYLING BIN TO THE LEFT OF THE BACK KITCHEN DOOR.**
- ◆ **ALL SURFACES IN THE KITCHEN SHOULD BE WIPED**
- ◆ **KITCHEN FLOOR MUST BE SWEEPED AND MOPPED**

PLEASE CLOSE ANY WINDOWS AND FIRE EXIT DOORS and ENSURE THAT GUESTS LEAVE QUIETLY.

Many thanks for your co-operation. If you have any suggestions or complaints regarding this procedure please do not hesitate to call the centre from Monday to Friday between 10am and 4pm on 020 8348 4612. Alternatively you could e-mail us at info@hornseyvale.