

# EVENT BOOKING FORM

*West Hendon Youth & Community Centre  
4a Park Road | Hendon | NW4 3QB*

<b>Full Name:</b>	
<b>Address:</b>	
<b>Area:</b>	
<b>Post Code:</b>	
<b>Mobile Number:</b>	
<b>Email Address:</b>	

<b>Type of Event:</b>			
<b>Number of attendees:</b>			
<b>Date of Event:</b>		<b>Number of days:</b>	
<b>Event time:</b>	<b>From:</b>		<b>To:</b>
<b>Preparation Time:</b>	<b>From:</b>		<b>To:</b>

Facilities Required (Please Tick)							
<b>Hall</b>		<b>Kitchen</b>		<b>Tables</b>		<b>Chairs</b>	

<b>If kitchen is required, please indicate use: (<i>Hot Meal, Cold Meal, Light refreshments etc</i>)</b>

*If sound is played in the event, please ensure it is not too loud which will disturb local neighbours!*

<ol style="list-style-type: none"> <li>1. I accept that the WHYCC management reserves the right to vary or cancel any bookings should the need arise.</li> <li>2. I acknowledge receipt of a copy of the conditions and regulations governing the hiring of the premises and agree to be bound by them.</li> <li>3. I confirm the hall and all its facilities are clean without any damage.</li> <li>4. I understand it is my responsibility, as the appointed hirer, to follow all government guidelines on social gatherings.</li> </ol>			
<b>Full Name:</b>		<b>Date:</b>	
<b>Signed:</b>			

**For any queries, please call Hendon Mosque & Islamic Centre on 020 8202 3236 | 07949 537 968**

Office use only:			
<b>Total Hours:</b>		<b>Total Amount Due:</b>	
<b>Total Deposit Paid:</b>		<b>Outstanding Amount:</b>	
<b>Approved by:</b>		<b>Date:</b>	

# Youth & Community Centre

4a Park Road | West Hendon | London | NW4 3QB

## Standard Conditions of Hire

*For the purpose of these conditions, the term Hirer shall mean an individual or, where the hirer is an organisation, the authorised representative.*

The Centre management should be consulted, if the Hirer is in any doubt as to the meaning of the following:

1. The Hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage however slight and the behavior of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
2. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
3. The Hirer shall not bring any alcoholic beverages or allow any to be consumed on the premises.
4. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. The Hirer shall ensure that they and their guests observe the "No Smoking" rule, which applies to the entire premises at all times.
6. The Hirer shall, if serving food, observe all the relevant health and hygiene legislation and regulations. The kitchen facilities may be used for warming and serving of foods. The cooking of food is not permitted.
7. The Hirer shall not bring any electrical appliances to the premises without permission and any such appliances shall be safe and in good working order and used in a safe manner.
8. The Hirer shall indemnify the Centre management for the cost of repair or replacement due to any damage done to any part of the property including the curtilage thereof or the contents of the buildings, furniture, fittings and equipment which may occur during the period of the hiring or as a result of the hiring.
9. If The Hirer wishes to cancel the booking before the date of the event and the Centre management is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Centre management.
10. The Hirer shall ensure that the minimum of noise is made on arrival and departure.
11. The Hirer shall ensure that no dogs or pets are brought into the premises.
12. The Hirer, shall at the end of the hiring period, be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents removed from their usual positions properly replaced, otherwise the Centre management shall be at liberty to make an additional charge.
13. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Centre management shall not be liable to the Hirer for any resulting loss or damage.
14. The Hirer shall ensure that any activities for children under eight years of age will comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.

***Failure to oblige by the above will result in losing your deposit.***

Date: \_\_\_\_\_ Signed: \_\_\_\_\_