Use of Totteridge House   
Committee Room

Anyone organising an event or series of events in the committee room should

comply with the following guidelines: -

1. Permission must be obtained from the office. For a single event, the manager can give permission but should consult with the Chair for controversial events. For a series of events the committee should be consulted.

2. A contract should be signed (see appendix).

3. Hirers must agree to pay £15.00 per hour (coop members) or £20.00 per hour (non coop members) or £30.00 per hour plus VAT @ 20% (non residents and outside organisations).

**Appendix - Contract of hire of the committee room.**

The hirer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to pay Totteridge House Co-operative £15.00/£20.00/£30.00 per hour for \_\_\_\_\_ hours, for the hire of the community room on the date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**If you are NOT a resident or an outside organisation, please state the name address you wish to receive your payment invoice.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The hirer agrees that in any publicity for the event (including any invitations to any persons to attend the event)  
the hirer will include the statement "This is a privately organised event, and not run on behalf of Totteridge House Co-operative".

2. The hirer agrees to bear responsibility for any injury to any person incurred whilst in the room for the event, or any other claim occurring as a result of the event, and the hirer is advised to take out insurance against such public liability.

3. The hirer agrees to reimburse the Co-operative if any damages are caused to the room or the contents of the room during their occupation of it.

4. The hirer understands that the use of the room must not cause a nuisance to other residents of the block. The hirer agrees that music will not be played at excessively high volume, and after 9:30pm no music will be played and noise will be kept to a minimum.

5. Hirers are hiring the committee room only and may have full access to the kitchen and bathroom, however, no persons should be allowed to use the outside grounds or use the fire door as an entrance or exit.

6. The hirer agrees to sweep and mop the floor after using the room. Also to put all furniture and other items back in the positions that they were when the hirer started, and clean up any other mess made and remove any rubbish.

7. No candles or party poppers can be used in the committee room due to the smoke alarm situated in the middle of the ceiling.

Signed ........................................ Date ..............................