

# Finsbury Park Trust

## **CONDITIONS OF HIRE OF MEETING ROOMS AT FINSBURY PARK TRUST**

Subject to the acceptance, observance and performance of these conditions, FINSBURY PARK TRUST hereby licences and authorises the Hirer (his agents and all persons duly authorised by them) to enter upon and use such parts of Finsbury Park Trust as are described in the Room Booking Form for the purposes mentioned and for the period specified.

### 1. ENTRY/ACCESS TO PREMISES

The hirer shall use only those means of access to the premises as are, or may be, designated on the date of hire. The management of Finsbury Park Trust shall be responsible for providing entry to the premises. Keys to the premises shall not be provided.

### 2. APPLICATION FOR HIRE

Applications shall not be accepted from persons acting on behalf of third parties unless declared at the time of the application. The Hirer shall not use the premises for any purpose other than that described on the application form 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 on the premises anything which may endanger the same or any insurance policies in respect thereof. Finsbury Park Trust reserves the right to refuse any application for hire if it is of the opinion that either the hirer or the purpose on the hire is unsuitable.

### 3. DAMAGE TO OR LOSS OF PROPERTY

Finsbury Park Trust shall not accept any responsibility or liability in respect of any loss, theft or damage of any goods or property of the Hirer or any other person left, deposited or brought on the premises.

### 4. INSTRUCTIONS

The Hirer shall comply with all instructions of the Management of Finsbury Park Trust relating to the use of the premises and conduct therein including any instructions which may from time to time be published by notice on the premises or otherwise.

It shall be duty of the Hirer to ensure that him/herself/themselves his agents and all persons duly authorised by him sign in the reception of Finsbury Park Trust on entry and signed out on exit.

### 5. DAMAGE TO FINSBURY PARK TRUST PROPERTY

The Hirer shall pay to Finsbury Park Trust on demand an amount for any damage (Fair wear and tear excepted) done or occasioned to the premises or on any property thereon by the hirer, their agents, or by any persons under their care and control or supervision.

### 6. VACATION OF THE PREMISES

At the end of the period of hire the Hirer shall forthwith vacate the premises and remove all of their property. The Hirer shall leave the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise, switching off all lights and leaving the premises via the main exit only (except in the case of fire where fire exit should be used). It shall be the responsibility of the Hirer to familiarise him/herself/themselves with the fire exits and evacuation procedures.

### 7. INDEMNITY

a) The Hirer shall indemnify and keep indemnified Finsbury Park Trust from and against all claims, demands, actions or proceedings in respect of any loss, damage, death or injury caused to any person(s) or bodies corporate arising from the hire of the premises, otherwise than as a result of the negligence of Finsbury Park Trust or its agents.

b) The Hirer shall indemnify and keep indemnified Finsbury Park Trust from and against all claims, demands, actions or proceedings in respect of any infringement of copyright material at or upon the premises. It shall be the responsibility of the Hirer to obtain at their own expense

any licences or permits or other permissions required for the use and/or performance of such copyright material.

**8. CANCELLATION**

a) Finsbury Park Trust reserves the right to cancel any booking or to vary the details of the booking where circumstances so warrant. All monies paid in respect of a booking cancelled under this condition shall be refunded to the Hirer but Finsbury Park Trust shall not be liable for any other expenditure incurred or loss sustained directly or indirectly by the Hirer as a result of such cancellation or variation.

b) In the event of a cancellation by the Hirer Finsbury Park Trust shall be entitled to retain or be paid as a cancellation fee such monies as have been paid or are due to be paid as follows. If a cancellation is received more than two weeks prior to the booking no cancellation fee will be charged. If a cancellation is received between two weeks and one week of the booking, 50% of the booking fee will be charged. If a cancellation is received within a week of the booking then the full booking fee will be charged.

**9. TERMINATION**

In the event of the Hirer failing to observe and perform any of the conditions herein, Finsbury Park Trust may, after giving notice to the Hirer of breaches of any conditions and without prejudice to any right of action which may have against the Hirer, forthwith terminate this agreement and this event payments made and any payments due to be made shall be paid and the Hirer shall have no claim against Finsbury Park Trust for any damage or loss sustained in consequence of such termination.

**10. ALCOHOL**

Alcohol is not permitted on the premises for any event.

**11. ROOM CHANGES**

Finsbury Park Trust reserves the right to change the room booked if it is more suitable for you to use an alternative meeting room.

**Room Prices**

<b>Room 3</b> .....	£15.00
<b>Smaller room for hire upon request</b> .....	£10.00

**Refreshment Prices**

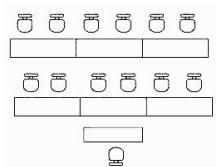
<b>Tea &amp; Coffee</b> .....	£1.50 per head
<b>Juice</b> .....	£1.00 per litre
<b>Biscuits</b> .....	£1.00 per packet
<b>Sandwiches</b> .....	£4.00 per head
<b>Chilled Water</b> .....	FREE

Sandwiches are based on 1 and ½ per head including fruit and crisps.  
Above prices are based on provision of consumables for self service. Further catering can be provided please ask for further details.  
Vegetarian and Halal options provided as standard.

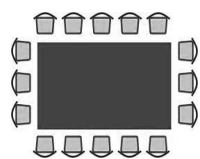
**Extras**

<b>Whiteboard</b> .....	FREE
<b>Flipchart</b> .....	FREE
<b>Overhead Projector</b> .....	FREE
<b>Laptop &amp; Projector</b> .....	£20.00 half day £40.00 full day

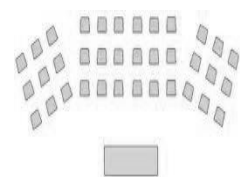
# Room Layout Options



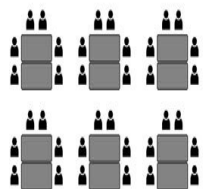
Classroom



Boardroom



Theatre



Cabaret