

HIRE AGREEMENT

THIS AGREEMENT is made between the Management Committee of Hendon Mosque and Islamic Centre, Brent View Road, London NW9 5EL (the "Committee") and the Hirer named below whereby in consideration of the Hirer paying the Hiring Fee the Committee agrees to permit the Hirer to use the Premises below for the purpose of the Event during the Hire Period.

Name of Hirer:

Organisation:

Address:

Telephone no: Mobile number:

E-mail:

Second Person contact details: Name

Telephone no: Mobile number:

E-mail:

Hiring Fee: Deposit payable on acceptance: £

Security deposit payable on acceptance: £

Balance payable prior to the Event: £

Premises:

	Primary Hall		Secondary Hall		Primary Basement
	Room 1		Room 11		Room 18
	Room 3		Room 12		Room 19
	Room 4		Room 13		Room 20
	Room 5		Room 14		Room 21
	Room 7		Room 15		Room 23
	Room 8		Room 16		
	Room 9		Room 17		Park Road Youth Centre

Event:

Hire Period:

The Hirer agrees with the Committee to observe and perform the provisions and stipulations contained and referred to in the Committee's "Standard Conditions of Hire" for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the schedule (if any).

Signed on behalf of the Committee by its authorised representative:

Name of representative: Date:

Signed on behalf of the Hirer by its authorised representative:

Name of representative: Date:

Please send this form by e-mail to office@hendonmosque.co.uk or by post to Hendon Mosque and Islamic Centre, Brent View Road, London NW9 5EL.

STANDARD CONDITIONS OF HIRE

1. THE HIRER where an individual, shall be a person of a minimum of 21 years of age.
2. THE HIRER shall not sub-let the Premises.
3. THE HIRER shall not use the Premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the Premises anything which may endanger the same or any insurance policies in respect thereof and will not use the Premises for any form of adult entertainment.
4. THE HIRER shall NOT bring any intoxicating liquor or any drugs of any classification into the premises and will ensure that all persons attending the event are aware of this and accept full responsibility in this regard for all persons entering the premises during the period of hire.
5. IF PERSONS UNDER 18 YEARS OF AGE will be present at the Event the Hirer undertakes to ensure that that
 - a) adequate parental supervision is present
 - b) suitable staff will be present who have CRB clearance at enhanced level.
(The Committee may in their sole discretion request that the Hirer employ at his own expense Security Industry Association registered personnel to ensure order is maintained.)
6. THE HIRER will be responsible for the behaviour of all persons using the Premises whatever their capacity and for ensuring that the Event and the persons attending it will not create a public nuisance of any kind during their arrival and departure and the Event itself. Any staff employed by the Hirer will be adequately trained to prevent them causing unnecessary noise when they leave the Premises. No music or speech may be relayed via external speakers. All doors and windows apart from those for access and egress will be kept closed when events involving amplified music or speech are taking place after 19:00. All functional activities of the Hire (except clearing and tidying) must be completed by 21:30 on any day of the Hire period.
7. THE HIRER will ensure proper supervision of car parking arrangements so as to avoid obstruction of the access road and the public roads adjoining the Premises.
8. THE HIRER will be responsible for the supervision, care, safety from damage however slight or change of any sort of the Premises their fabric and contents. No party or similar decorations may be affixed to the walls or beams using nails, screws, hooks or pins nor decorations affixed to the walls using adhesive tape of any kind. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the Premises including the grounds thereof or the contents of the building which may occur during the Hire Period as a result of the Event.
9. THE HIRER will ensure that no persons shall use the play an area that is not part of the hire agreement.
10. NO FIREWORKS or other pyrotechnics may be used.
11. AT THE END of the Hire Period, the Hirer shall be responsible for leaving the Premises and surrounds in a clean and tidy condition (including the removal of decorations hung by the Hirer and any rubbish generated by the event), properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. The end of the Hire period will be no later than 22:30 including the clearing up. It is the responsibility of the Hirer to ensure that sufficient time has been allocated for the clearing up.
12. IF THE HIRER wishes to cancel the booking before the date of the Event and the Committee is unable to conclude a replacement booking, the question of payment or the repayment of the Hire Fee shall be at the discretion of the Committee.
13. THE COMMITTEE RESERVE the right to cancel the hiring in the event of the Premises being required for use as a polling station for a Parliamentary or Local Government election or bye-election or other unforeseen events, in which case the Hirer shall be entitled to a full refund for the cancellation.
14. IN THE EVENT of any breach of the terms of this agreement including but not limited to licences, public order, alcohol consumption, parking, and damage to the premises and cleaning the Committee shall retain the Security Deposit and be at liberty to make an additional charge to cover any and all expenses the Committee may incur in connection with the hiring.
15. THE HIRER SHALL BE SOLELY RESPONSIBLE FOR ENSURING THAT THE FIRE REGULATIONS ARE NOT BREACHED.