

Community Hall Booking Policy

DHC's Community Hall is firstly for the use of its members, but non-members can also apply to use it and the following rules and regulations shall govern all bookings:

1. Hall bookings are subject to availability and bookings for Co-op business will take priority over private bookings.
2. Any private bookings (related to non-co-op business) can only be made one month in advance.
3. All private bookings must be made using a booking form. Without a completed form, bookings will not be processed
4. Members who want to use the hall can do so for only their birthday, on the week of their birthday. Have to provide proof their birthday via email when making payment, will only have to pay a £20 deposit which they will get back after checks. Bookings should be done at least two weeks in advance.

All members holding a private function or gathering apart from their birthday has to pay the full £150 (£100 fee + £50 deposit) just like non-members. Only MC meetings, subcommittee meetings, AGM, SGM and events held only for co-op members is completely free.

5. Non-members are permitted to request a booking and if accepted, use the hall at a fee of £100 per event plus a £50 deposit. Bookings should be done at least two weeks in advance. The £150 total fee per day must be paid before the event, please contact the Housing Officer to arrange payment. After the event, if the Hall Co-ordinator states the hall was left intact, the £50 will be refunded.

6. If any Co-op property is damaged, or any fittings or fixtures are missing after an event, the event contact will be charged for replacement.

7. Management Committee members can make bookings for Co-op business or functions at any time. Bookings are made on a first come, first served basis. These bookings do not require a booking form.

8. Any event from Sunday – Thursday must close at 10:00pm and from Friday – Saturday at 12midnight. This includes music being shut off at 11:00pm.



9. Any booking for a personal event with over 10 people requires notifications to be given by the event contact to neighbouring tenants at least one week in advance. The event contact must include their contact details and the max hall capacity is no more than 50 people including children.

10. All personal bookings, member or non-member, must be confirmed by signing the booking form which constitutes a contractual agreement. The booking contact will sign the form as well as the Housing Advisor and one of the Hall Co-ordinators, or both Hall Co-ordinators.

11. The event contact must collect the hall key and return it to the Hall Co-ordinator assigned to their event. The event contact is responsible for overseeing their event and must be in attendance from beginning to end.

12. The use of the hall does not include access to other areas of DHC premises. Surrounding gates should remain closed and garden areas off limits. Any children attending events must be supervised at all times.

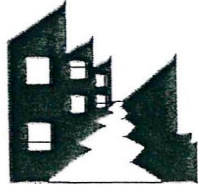
13. All bookings must to be in attendance by the person who booked the hall for all dates.

Booking Procedure for all Requests (member and non-member):

1. Send requested booking date to Hall Co-ordinator(s) via email (or the online booking form if we implement it) with time and nature of event.
2. Receive Booking Form from office, pay fee and deposit, and fill out and sign form and return to office or housing officer.

Events without a completed booking form and deposit will not be processed

3. Housing Advisor and Hall Co-ordinator or Hall Co-ordinators sign form.
4. Event contact pick up keys from indicated Hall Co-ordinator on day of event.
5. Return keys to Hall Co-ordinator right after use of hall and obtain confirmation the hall has been left in a reasonable state.
6. Hall Co-ordinator confirm with Housing Officer that deposit can be released back to event contact.



Community Hall Booking Agreement Form

Date of Booking	
Description of Area to be used	DHC Community Hall, kitchen, toilets
Event Contact:	
Full Name	
Full Address	
Email	
Mobile No	
Number of people attending event	
Description of event	
Fees Payable	
£100 Event Fee	Non-Members and Members
£50 Deposit	Non-Members Only

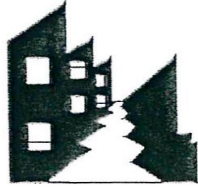
Declaration statement by event contact making the booking:

I have read and accept the terms and conditions of booking the Deptford Housing Co-operative Community Hall and agree to pay for any and all losses or damages incurred while using the Hall.

Event Contact Signature: _____

Full Name: _____ Date: _____

DHC Housing Advisor/Hall Co-ordinator: _____



Date: _____

Hall Co-ordinator: _____ Date: _____

Terms and Conditions

By signing the Hall Booking Agreement Form, you agree to abide by the following:

1. Hall bookings are subject to availability and bookings for Co-op business will take priority over private bookings.
2. DHC reserves the right to cancel any private hall bookings, member or non-member.
3. If any Co-op property is damaged, or any fittings or fixtures are missing after an event, the event contact will be charged for replacement.
4. Any event from Sunday – Thursday must close at 10:00pm and from Friday – Saturday at 12midnight. This includes music being shut off at 11:00pm.
5. Any booking for a personal event with over 10 people requires notifications to be given by the event contact to neighbouring tenants at least one week in advance. The event contact must include their contact details and the max hall capacity is no more than 50 people including children.
6. The event contact must collect the hall key and return it to the Hall Co-ordinator assigned to their event. The event contact is responsible for overseeing their event and must be in attendance from beginning to end.
7. The use of the hall does not include access to other areas of DHC premises. Surrounding gates should remain closed and garden areas off limits. Any children attending events must be supervised at all times.
8. Return keys to Hall Co-ordinator right after use of hall and obtain confirmation the hall has been left in a reasonable state. Communicate with Housing Officer for return of deposit.
9. The setting out and packing away of furniture (tables, chairs, etc) is the responsibility of the event contact. Please abide by all posted signage.
10. The hall and facilities must be returned in a reasonably clean state before the deposit can be refunded. Please bring your own cleaning supplies. Bottles,



glasses and plastics must be disposed of correctly. There are recycling facilities in the Co-op's Bin area.

11. All bookings must to be in attendance by the person who booked the hall for all dates.

12. Failure to meet this agreement will result in loss of deposit and can result in a 6 month - 1-year ban.