

# **FINSBURY PARK HOUSING CO-OPERATIVE**

**12, Pine Grove, London, N4 3LL Telephone: 0171 272 9119**

## **APPLICATION FOR USE OF GROUND FLOOR**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

HAVE YOU USED THIS SPACE BEFORE? Yes/No DATE OF LAST USE \_\_\_\_\_  
HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

PURPOSE OF USE (In detail please - NB: Maximum Capacity 100. (PLEASE STATE EXPECTED ATTENDANCE))  
\_\_\_\_\_

TIME PERIOD FOR USE

Preferred Date Of Use \_\_\_\_\_

Preferred Hours Of Use \_\_\_\_\_

**CHARGES:** Daytime (08:00 am till 16:00 pm charged at 5 pounds per hour

Evening (16:01 pm till 24:00 hours charged at 30:00 pounds per session)

**A DEPOSIT OF 100 POUNDS IS REQUIRED IN ADDITION TO PAYMENT FOR TIME.**

(FOR CERTAIN CASES A REDUCTION IS POSSIBLE.) A MINIMUM FEE OF 20 POUNDS EXISTS

IT IS THE HIRER'S RESPONSIBILITY TO CLEAR UP AND DISPOSE OF ANY RUBBISH OR OTHER MESS AS A RESULT OF THEIR ACTIVITIES. A SUPPLEMENTARY CHARGE (MINIMUM 5 POUNDS WILL BE MADE IN THE EVENT OF RUBBISH BEING LEFT ON THE PREMISES. (SEE SECTION 5 CONDITIONS).

### **CHECKLIST FOR HIRER OF HALL**

1. REMOVE ALL RUBBISH WHEN YOU LEAVE. (There are no dustbins here). The option exists to leave rubbish bagged up on the premises and we shall remove it for 5 pounds charge.
2. Sweep The Floor.
3. Clean the kitchen area of your bits and pieces.
4. If you use anything of the Co-Op's, e.g. ash-trays, cups, glasses, clean-up and sack under the bar surface.
5. Please put back any tables, chairs, etc. that have been moved for the event.

### **CHECKLIST FOR EVENTS CARETAKER**

1. Ensure the **FIRE Door** is unlocked throughout the event. **BOLT THE FIRE DOOR** AT THE END OF THE NIGHT.
2. LOCK UP WHEN YOU LEAVE.
3. Ensure the hall is not misused, vandalised or otherwise damaged.

SIGNATURE of Co-Op Caretaker \_\_\_\_\_

(I have read and agreed to perform the responsibilities of caretaker)

SIGNATURE of Applicant \_\_\_\_\_

(I have read and agree to perform the responsibilities of hirer)

### **HIRE PAYMENT DETAILS**

CHARGE PAID \_\_\_\_\_ ON \_\_\_\_\_

DEPOSIT PAID \_\_\_\_\_ ON \_\_\_\_\_

DEPOSIT RETURNED \_\_\_\_\_ ON \_\_\_\_\_

(Cheque Number)

## CONDITIONS OF HIRE AND USAGE

1. The Co-op does not authorise the use of the building to any person or group who acts against the interests of the FPHC.
2. At all events there must be a named Co-Op member (known as the caretaker) who will be responsible for the protection of the Co-Op's property/interests.
3. No Bookings confirmed until all cheques cleared at the Co-Op's bank.
4. The Co-Op only offers a space for rent. It is the hirers' responsibility to act within the law, to obtain all the necessary permits or licences from the statutory authorities and to ensure that all participants act within the law.
5. PLEASE DO NOT DUMP RUBBISH IN THE NEIGHBOURHOOD OF THE BUILDING (eg. Adjoining gardens, Christie Court, streets nearby.) We have received several complaints and cannot afford to pay fines for illegal dumping. If you do dump any rubbish you may lose all or some of your deposit.
6. THE HIRER AGREES TO REPAY THE FULL COST OF MAKING GOOD ANY DAMAGE CAUSED BY THE EVENT.
7. The hirer undertakes to reimburse the Co-Op for any fees, charges and costs arising from their use of the space.
8. The Co-Op reserves the right to enter the premises at all times and inspect the space used.
9. The premises are not licensed for the sale of alcohol. However, users of the premises may consume alcohol purchased elsewhere.
10. Hirers wishing to continue after midnight must arrange this with the Co-op member who caretakes the event.
11. NOISE LEVELS. It is the Caretakers' final decision as to what constitutes reasonable noise levels during an event. In all other situations in which the progress of an event may affect the local area the caretakers' decision is final.
12. ANY infringements of these conditions will result in the hirer's right to the use of the building being terminated immediately and loss of all or part deposit.
13. The hall is for the use of the hirer and the hirer's guests. The event must not be advertised to the general public.
14. FURTHER CONDITIONS APPLYING TO THIS EVENT

TIME PERIOD FOR USE

Preferred Date of Use

CHARGES: Daytime (8:00 am till 18:00 pm charged at 5 pounds per hour)  
Evening (18:00 pm till 24:00 hours charged at 20:00 pounds per session)  
A DEPOSIT OF 100 POUNDS IS REQUIRED IN ADDITION TO PAYMENT FOR TIME

### CHECKLIST FOR HIRER OF HALL

1. REMOVE ALL RUBBISH WHEN YOU LEAVE (There are no dustbins here). The hirer is to leave rubbish bagged up on the premises and we shall remove it for 5 pounds charge.
2. Sweep the Floor.
3. Clean the kitchen area of your table and chairs.
4. If you are applying to the Co-Op, e.g. for a party, table, chairs, etc. you must bring them up and set up under the hall.
5. Please pay back any table, chairs, etc. that have been borrowed for your event.

### CHECKLIST FOR EVENTS CARETAKER

1. Ensure the FIRE DOOR is unlocked throughout the event. BUT THE FIRE DOOR AT THE END OF THE NIGHT.
2. LOCK UP WHEN YOU LEAVE.
3. Forward notice to and returned, checked or otherwise as appropriate.

SIGNATURE of Co-Op Caretaker

(I have read and agreed to perform the responsibilities of caretaker)

SIGNATURE of Applicant

(I have read and agree to perform the responsibilities of hirer)

HIRE PAYMENT DETAILS

CHARGE PAID \_\_\_\_\_ ON \_\_\_\_\_  
DEPOSIT PAID \_\_\_\_\_ ON \_\_\_\_\_  
DEPOSIT RETURNED \_\_\_\_\_ ON \_\_\_\_\_  
(Cheque Number)