**Telegraph Hill Playclub**

**Telegraph Hill Park, Pepys Rd, SE14 5TJ**

CONDITIONS OF HIRE

1. **HIRE OF THE PLAYCLUB**
	1. The Telegraph Hill Playclub is available for rental by any “Friend of the Telegraph Hill Playclub” or confirmed volunteer.
	2. Applications for hire must be made by following the booking instructions and completing the online Booking Form.
	3. The charge for renting the Telegraph Hill Playclub is **£25 per hour**, with a minimum hire period of 2 hours **plus a £10** cleaning fee. The Rental Period must include time for setting up and clearing up from any event.
	4. This includes a non-returnable deposit of £20 (to cover initial administration costs).
	5. **Damage:** The person hiring the playclub is liable for any and all damage to the building that arises from the renting of the Playclub. This includes, but it not limited to: damage to the toilets, kitchen, tables, chairs, toys, play furniture or any other property or asset owned by the Playclub.
	6. The Telegraph Hill Playclub will not be liable for any loss or damage to person or property which may arise from any cause whatsoever (excluding negligence or default of The Telegraph Hill Playclub) arising out of or in connection with the hirer’s use and occupation of the Playclub.
	7. If any commercial Inflatable (Bouncy Castle or the like) is to be used in the grounds a copy of the owner's Public Liability certificate must be given to Telegraph Hill Playclub 7 days before the date of hire.
2. **DURING THE HIRE**
	1. All fire exits must be accessible at all times.
	2. The hirer must report all accidents in the Accidents Book as common practice. A first aid kit is available outside the kitchen on the wall.
	3. Buggies and prams must remain outside or in the shed provided. They are not allowed to be taken into the building or parked on the astroturf.
	4. Food is to be eaten at the far end of the Playclub off the carpeted areas.
	5. Children should be kept out of the store room and kitchen as they house hazardous materials.
	6. Decorations must only be attached by string or thread to the hooks provided and cleared away afterwards. Blutak, pins (other than on notice-boards), nails, safety pins, sticky tape or adhesives must not be used in the Playclub.
	7. No open flames are permitted inside the Hall at any time.
	8. No chewing gum or smoking is allowed in the Playclub or its grounds.
	9. Excessive noise from the Renting Party’s event is not permitted. It is the sole responsibility of the Renting Party to control the sound level of its event, including, but not limited to, sound from music, audio/visual systems, and guests of the Renting Party. Failure to control the noise level may result in the immediate termination of this agreement.
	10. A committee member of Telegraph Hill Playclub can enter the Playclub at all times and has the right to stop any entertainment or event which in his/her opinion is not acceptable to be carried on in the Playclub or after due consideration of any complaints from local residents.
3. **END OF HIRE**
	1. All music must finish and the Playclub vacated as specified on the booking form.
	2. All items belonging to the hirer and or caterer must be removed from the Playclub on the same day and the Playclub must be left clean and tidy.
	3. **Cleaning**
		1. The hirer must place all rubbish in plastic sacks (found in the kitchen if hirer didn’t bring any) and at the end of your party place in the blue wheelie bin. Any items that can be recycled should be put in the green wheelie bin (not in plastic sacks). The bins by the Erlanger Road entrance.
		2. The hirer must take away **any nappies** home with them.
	4. The hirer must leave the Playclub tidy. They must ensure that:
		1. All outside toys are replaced in the outside storage unit.
		2. All smaller toys are returned to the correct storage boxes and/or returned to the store room, shelf or baby/book area (as they were found.)
		3. All cups and plates should be cleared to the kitchen.
	5. The hirer is responsible for any damage to the Playclub and its contents occurring as a result of the use of the Playclub by the hirer. The Playclub will be inspected after the hire period. Any breakages must be reported at the end of the hire.
	6. The Hirer must not leave the premises at the end of the period of hire until the Telegraph Hill Playclub Key-holder Representative attends to secure the premises.
4. **OTHER TERMS AND CONDITIONS OF USE**
	1. **Acts Beyond Telegraph Hill Playclub Control**. In the event the Playclub or any part thereof is damaged or destroyed by fire or any other cause, or if any casualty or unforeseen occurrence shall render Telegraph Hill Playclub’s fulfilment of this Agreement impossible, then this Agreement shall terminate, and the Telegraph Hill Playclub shall return the Renting Party the Rental Charge and deposit. The agreement will then be terminated and the Renting Party hereby expressly waives any claims for damages compensation arising from or related to the termination of this Agreement under this paragraph.
	2. **Compliance with Laws.** The Renting Party shall comply with all applicable laws and regulations and shall not use or occupy the Hall for any unlawful purpose or permit others to use or occupy the Hall for any unlawful purpose.
	3. **Compliance with Safeguarding.** The Renting Party shall comply with St Catherine's Church and the Telegraph Hill Playclub's Safeguarding Policy, to ensure that “Children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring.”