

Booking Terms and Conditions

ETNA Community Centre operates a **NO SMOKING/VAPING** and **NO NAKED FLAME** policy – including garden and car park areas. Dogs are only allowed if a **guide or support dog**.

The **individual/organisation** named on the Room Hire Booking shall be responsible for ensuring that these conditions are met in ALL respects. If you are not present at the event, you must ensure that a named representative reads and understands these Terms and Conditions. Please advise of their contact name/details in case of an emergency.

Your Booking

All hirers must not arrive before their booked time, they must leave by the end of the booked period and **only use the room that has been allocated**. The Centre closes at **22.30**, as we are in a residential area.

Payment of Fees

One-Off Bookings – to secure your space, we require a full payment upfront, bookings are not considered definite until we are in receipt of your payment.

Regular Bookings - we require a deposit to hold the space, the amount will be discussed with you at the time of booking. Then payments for your activity/session will be invoiced at the end of each calendar month.

Cancellations

To cancel a session please put in writing to info@etnacentre.org or cancel through Skedda booking system.

Attenborough Hall, Community Kitchen, Turner Room, and Garrick Room

If cancelled up to 14 days prior to your event, then you will be refunded 50% of the balance. Otherwise, no refund will be given.

Pope, Johnson, Bayliss and Twining Room

We operate a 48-hour cancellation policy.

Centre Access

We will liaise with you with regards to access the building prior to your booking. Please note you will not be able to access the Centre if you turn up for your booking without instructions from the ETNA office.

It is imperative that only the booking organiser/leader of the group holds the access information.

DO NOT share this with your clients or other guests for security reasons. Please help us to keep everyone safe.

Damages

You will be held personally responsible for any damage caused to the premises and the costs for any such repairs will be charged in full to the hirer in question.

Permitted Use

ETNA is typically used for receptions, parties, fitness groups, dance classes, social and sports clubs, counselling and meditation, self-help groups and children's parties and other functions.

Alcohol

The premises are not licensed for the sale of alcohol, event licences can be obtained from the local authority. Please allow enough time to obtain one. Proof of such licence is provided to ETNA at least 7 days prior to the event taking place. There is no restriction on serving alcohol responsibly at a private function.

Responsibilities

You are responsible for your clients/guests during your period of hire and must take proper and reasonable steps to ensure that:

- only those invited to attend gain access to the premises and its facilities and that there is no intrusion or hindrance to any other Centre user
- all users leave the Centre following the event
- all users leave the premises in the same condition as they were found
- all users take reasonable steps to limit noise when arriving and departing from the Centre so as not to cause nuisance or inconvenience to residents in neighbouring properties and other users of the Centre
- you have read and understood our **Safeguarding policy/COVID Checklist** and taken any action necessary to ensure that you are compliant with their contents

Health and Safety

In the event of a FIRE **CALL 999** – ADDRESS 13 ROSSLYN ROAD, TW1 2AR
Location: what three words ///buttons.ballots.shake

The Fire Assembly Point is on the corner of Riverdale and Rosslyn Road. **Meeting point:** on the pavement on the opposite side of the property. This will ensure you are not too close to the building if an explosion occurs.

- Each room has a fire evacuation plan, please ensure your groups/clients are aware of the exit routes.
- All users must ensure that the fire apparatus on the premises is not interfered with in any way.
- You must ensure that **NO** emergency exits are LOCKED, OBSTRUCTED, OR LEFT OPEN.
- You must ensure that all persons using the premises are fully aware of the FIRE PROCEDURES and FIRE EXITS
- Take Emergency Information Pack from its location, this includes important information for the FIRE BRIGADE.

First aid box location - Ground Floor Kitchen and First Floor Kitchen
Accident book - Ground Floor Kitchen and First Floor Kitchen
Emergency Information Pack - Ground Floor Entrance

Defibrillator – at the front of the building on the right-hand side if you are facing the property.
Location: what three words ///buttons.ballots.shake

PLEASE DO NOT LEAVE THE EXTERNAL DOORS OPEN at any time. This poses a breach of our insurance and a safety/security hazard to the building and other centre users. All members of your group or organisation must be greeted at the door to reduce any risk to the other Centre users.

Safeguarding

ETNA takes safeguarding seriously, please review our separate safeguarding policy:

<https://etnacentre.org/wp-content/uploads/2022/09/ETNA-Safeguarding-Policy-2022-23.pdf>

Any new hirer of children's or vulnerable adult's activities must supply us with a copy of an up-to-date safeguarding policy. This will be kept on file and issued upon request to anyone who asks for it.

Documentation

ETNA requires proof of the following where relevant to your activity; DBS check, liability insurance and/or qualification certificates before a booking can be accepted.

Lone Working

All users must be aware of their responsibilities when working one-to-one at ETNA and the need to protect themselves and their client, at all times. We would specifically remind all users that there may be times when they have sole use of the building, they must ensure a policy that reflects this is in place and a copy given to ETNA to keep on file.

Privacy Policy

ETNA takes your privacy seriously and are committed to protecting your personal information. We will not share your contact details with any other organisation unless we have your permission, or under special circumstances, such as when we believe the law requires it. If you are advertising a group or activity through our website, then you have given us permission to share your details.

ETNA has CCTV cameras on the premises.

Please see our separate Data Protection Policy for further details:

<https://etnacentre.org/wp-content/uploads/2021/07/ETNA-Data-Protection-Policy.pdf>

Housekeeping

The premises must be left clean, tidy and all furniture returned to the original layout/location. Please adhere to our recycling policy and limit the amount of single-use plastic – we care about our environment.

It is the **responsibility** of you as the hirer to ensure the **kitchen** is left clean and tidy and all crockery/cutlery is washed and put away if you use this facility.

Wi-Fi

Free Wi-Fi is available at ETNA's discretion. ETNA does not accept any liability for illegal downloads or misuse.

Parking

Parking is available at the rear of the centre, please note this is on a **first come first served basis**. You may only park in the designated spaces.

Music

You will need to organise a copyright licence for the use of music at private bookings. You must ensure that all appropriate licences are obtained for any public performance of music or other media.

You must also ensure that noise levels during an event are kept within accepted levels as set out by the Environmental Health Authority.

ETNA COMMUNITY CENTRE:

WILL NOT be responsible for any loss or damage to any personal property of the hirer or users of the premises.

RESERVES THE RIGHT to refuse or cancel a booking without giving a reason, but especially where they consider that the use may cause damage or nuisance to others, or that there may be an activity incongruous with our primary function as a Community Centre.

RESERVES THE RIGHT to cancel a confirmed booking in exceptional circumstances. Should these arise, as much notice as possible will be given, it is ETNA's liability to return the booking fee.

BY ACCEPTING TO THESE TERMS, YOU HAVE AGREED THAT YOU HAVE READ AND UNDERSTOOD OUR TERMS AND CONDITIONS, DATA PROTECTION AND SAFEGUARDING POLICIES.

Updated: Sept 2022

Next review: Sept 2023