



BRENTFORD DOCK

BRENTFORD DOCK ENTERPRISES LIMITED

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Residents' Clubroom Policy / Hire Agreement

1 AUGUSTUS CLOSE, BRENTFORD, MIDDLESEX TW8 8QE

1. The management of the Residents' Clubroom is the responsibility of the Brentford Dock Enterprises Limited Board. Residents and non-residents may hire the large Clubroom, and the small television room by the hour.
2. **The fee for hire is set annually by BDEL and applies to all hirers who use the rooms for commercial or charitable gain.** Residents / leaseholders will receive a discounted hire rate over non-residents. The BDEL Board may, in certain instances and at their discretion, waive the hiring fee.
3. BDEL reserves the right to cancel a booking should strong financial or logistical-related reasons arise. In such cases, the Management Office will endeavour to notify the resident (s) involved, in writing / by email, at least 7 calendar days before the date of the event. Residents can also cancel their bookings, without charge, if they give the Management Office notification in writing / email in the same way: managementoffice@brentford-dock.co.uk
3. All hirers of the Clubroom and the small television room must sign the Hire Agreement below and pay the £100 deposit.
4. The television is only to be used for free-to-air programmes, videos or DVDs. Hirers are not permitted to use private TV contracts to stream pay-to-view programmes.
5. The Clubroom can be hired from 08.00-22.00 Monday - Sunday.
6. A licence is not required to stage a performance of live music, or recorded music for small resident groups as set out in the Government's guidance: gov.uk/entertainment-licensing.com
7. Cupboards containing any crockery / glass supplies, equipment, etc. should be made available for group bookings, if requested, and keys / combination codes must be stored with the Management Office and / or Security Office.
8. WIFI is provided free-of-charge and the passcode is available on the router by the Clubroom front doors.
9. Non-residents hiring the Clubroom require Public Liability Insurance. Residents are covered by Brentford Dock's PLI.
10. BDEL does not provide crockery / glasses or utensils, but these can be provided if specifically requested at the time of booking the event.

HIRE AGREEMENT

Between Brentford Dock Enterprises Limited (BDEL) and:

Name:

Address:

Phone:

Email:

What is the purpose of the event?

How many people do you anticipate attending?

Date & time of booking:

On _____ between _____ and _____

Under the following terms:

At the rate of £ per hour (inc. VAT)
Total hire cost £ (inc. VAT)

Deposit £100.00 to be paid in advance, and held against any damage to the property, furniture or appliances, or any cleaning required after the event.

Damages

Damage to property, furniture, or appliances, including damages to the blinds and curtains, or to the walls, with holes, dents, cellotape, glue, spillages, stains, rips and burns, or damage to the toilets (broken fittings), or litter / waste / items left in the room after use, etc. may be subject to a deduction from the deposit.

Standard of Cleaning

The floor should be vacuumed and if stained, should be washed. The kitchen area should be left clean and tidy (including, but not limited to washing-up, emptying the fridge, and cleaning any used appliances). Any damages, and the standard of cleanliness are checked by the Security Officer at the end of each event, before locking the Clubroom. The Security Officer's report is then submitted to the Management Office, with photographic evidence of any defects as necessary.

Return of the Deposit

The deposit will be returned in full to the hirer the next working day, provided there are no damages to the property, furniture or appliances and the used areas in the Clubroom are cleaned to a satisfactory standard – as listed above. Should a resident disagree with the fact that BD has kept all, or a part of their deposit, then they can follow the BDL/BDEL Complaints Policy procedure.

Nuisance

Noise should be kept to a minimum as the Residents' Clubroom is connected to a private residence and is also adjacent to other residents in Galba Court.

Dogs are not allowed in the Residents' Clubroom – with the exception of Assistance Dogs.

Please do not exceed the agreed booking time; the booking should include the prep-time and the cleaning time after the event.

Please note that there are no parking facilities at the Residents' Clubroom although visitors can park on Augustus Close, which is the main road onto the Dock.

Health and Safety

The hirer takes on the role of the 'responsible person' while they occupy the Clubroom and is also responsible for everyone using the premises whilst it is hired. Fire risk assessments have been carried out to ensure that BDEL complies with the requirements of the Regulatory Reform (Fire Safety Order 2005) but all users should be aware of the following prior to use:

Fire Safety

Occupancy must not exceed 120 people at any time.

No smoking is allowed on the premises.

Portable heaters must not be brought onto the premises.

Any electrical appliances brought onto the premises should hold an up-to-date portable appliance test certificate (PAT) carried out by a competent electrician.

All litter / refuse must be removed from the Clubroom at the end of the event.

Care is required when using the cooker / oven. The cooker should not be left unattended, and users must ensure that it is turned off after use.

The use of candles / naked flames / pyrotechnics and fireworks is prohibited.

The use of compressed gases is also prohibited unless prior approval is sought from the Management Office.

Please familiarise yourself with the fire exits prior to use.

If you discover a fire - Call the Fire Service on 999 and ensure that everyone is evacuated immediately by the nearest exit.

Do not go back into the building.

If possible, shut all the doors / windows to reduce the chance of the fire spreading.

Firefighting equipment is provided, but please don't use it unless trained / competent to do so.

Useful Telephone Numbers:

Security Officer: 07970 143 999

Management Office: 020 8568 5096

I confirm I have read the above and understand my responsibilities:

Name_____ Signature_____

Date_____

I confirm that the £100 deposit was returned to me in full:

Name_____ Signature_____

Date_____