

Venue Hire Booking Form – Liberty Hall

Thank you for your interest in hiring Liberty Hall. The venue is shared by two organisations Clapton Commons and Made In Hackney.

Liberty Hall is a **vegetarian venue.** However, as Made In Hackney is a vegan organisation during our hire hours clients need to comply with a **100% vegan** food policy. This means no products can be used or brought into the kitchen containing animal products such as meat, fish, eggs, dairy and honey.

**Venue Availability**

Liberty Hall is available to hire Monday to Sunday 8am-10pm. The on-site MIH office is usually staffed Monday to Friday 9.30am-5.30pm.

If a hire is taking place outside office opening times or during staff breaks an additional fee for opening and closing may need to be charged at £20 to open up, and £20 to close.

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| **Date Completing Form**: |  |
| **Your Full Name**: |  |
| **Your Organisation Name**: |  |
| **Your Contact Phone Number:** |  |
| **Type of Organisation\*:** (see below) |  |
| **Number of Hire Sessions Requested:** (eg. 1, 3,.) |  |
| **Requested Dates and Times of Hire Sessions** |  |
| **Hire Package Requested:** (see below) |  |
| **Hire Rate Level**: (see below –‘community’ or ‘standard’) |  |
| **Additional Key Guardian Service Required?**  @ £20 Open / @ £20 Close |  |
| **Type and Date of Food Hygiene Certification:** |  |
| **Date of registration with Hackney Council as an approved food handler to public:** |  |

**\*Type of Organisation Categories**

* Session Leader/Facilitator (an individual with no formal company or employees)
* Sole Trader or One Person Limited Company (no employees)
* Organisation with employees (company, charity, public sector)
* Other (please specify)

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| HIRE PACKAGE TIERS Our hire rates are divided into two tiers, **Community** Hire Rate & **Standard** Hire Rates.  **Who Qualifies For The Community Hire Rate**   * Registered charities and CICs * Local constituted community groups * Non constituted community groups * AA meetings * Schools, nurseries or education providers * Residents living in surrounding Clapton Commons area * Low-cost or free community service providers e.g. providing a service beneficial to the local community * Start-up entrepreneurs * Independent small community businesses   **Disclaimer**: We realise raising funds to cover venue hire fees may be difficult. Both Made In Hackney and Clapton Commons are keen to partner with local community groups to help identify solutions to cover these hire fees and allow more inclusive use of the building whilst covering the venues’ operational costs. To discuss this type of partnership please get in touch with us.  **Standard Hire Rate**   * Registered businesses * Corporate businesses * Council Meetings * Political Party Meetings   **HIRE PACKAGE RATES** (Note: Rates are inclusive of VAT)  **BRONZE PACKAGE**   1. **Venue without use of kitchen\***    1. **Per hour:** £25 Community Rate, £45 Standard Rate    2. **Half day** (4 hours): £80 Community Rate, £144 Standard Rate *(includes 20% discount for multi hour booking)*    3. **Full day** (8 hours max): £128 Community Rate, £216 Standard Rate   *(includes 25% discount applied on cost of 2 half days)*  **\*Note**: This hire rate allows use of kettle, water filter and fridge for making drinks.  **SILVER PACKAGE**   1. **Venue with use of kitchen\***     1. **Per hour:** £35 Community Rate, £65 Standard Rate    2. **Half day** (4 hours): £112 Community Rate, £195 Standard Rate   *(includes 20% discount for multi hour booking)*   * 1. **Full day** (8 hours max) £168 Community Rate, £292.50 Standard Rate   *(includes 25% discount on cost of 2 half days)*  \***Note:** This hire rate allows use of ovens, hobs, fridges, kettle, toaster and crockery.  It does NOT include access to our full suite of cookery equipment.  **GOLD PACKAGE**   1. **Venue with use of kitchen and full suite of cookery school equipment**   **(**vegan events only)   * 1. **Per hour**: £50 Community Rate, £95 Standard Rate   2. **Half day** (4 hours): £160 Community Rate, £304 Standard Rate *(includes 20% discount for multi hour booking)*   3. **Full day** (8 hours): £240 Community Rate, £456 Standard Rate *(includes 25% discount on cost of 2 half days)*   **\*Note:** This hire rate includes use of all MIH cookery equipment – ovens, hobs, fridges, kettle, toaster, blenders, food processers, Vitamix, pans, bowls, baking trays and tins, utensils, dehydrator, graters, bowls, crockery. A full kit list is available on our website.  To book the kitchen with a kitchen assistant an extra £30/ hour will be charged. This fee is not discounted regardless of how many hours booked but is fixed at £30 an hour with a minimum booking of a kitchen assistant for 3 hours.  **Please bring your own aprons and tea towels as we do not provide a laundry service.** |

**Deposit**

A £100 deposit is required to secure the booking. This can be paid in cash, BACs or Pay Pal. This is refunded a week after the booking takes place and completion of a satisfactory standard of cleaning and condition of equipment.

##### Key Guardians - Opening and Closing Premises

If access to the building is required out of hours an additional opening and closing fee for a Key Guardian may be charged at £20 to open up, £20 to close.

**Cleaning**

The venue is professionally cleaned during the week so on arrival the kitchen will be clean to a high standard. All kitchen users must leave the venue to the same high standard of cleanliness as it was found on arrival. You will be asked to sign an end of session cleaning checklist before leaving the building.

If required you can pay for a professional cleaner service to come in at the end of your session. This is charged at £20 an hour with a minimum fee of £40 charged. For extensive cleaning such as after a food photography shoot we can discuss a bespoke fee.

**Insurance**

**Public Liability Insurance:** All venue hire clients need public liability insurance to a minimum amount of £1 million. Please provide details below:

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| Insured Title: | Policy Number: | Policy Period: | Sums Insured: | Liability Quote Required: |
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**Employee Liability Insurance**: Venue hire clients who are companies with employees will require employee liability insurance to a level of £10million to hire the venue. (Most insurance firms cover to £10million as standard).

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| Insured Title: | Policy Number: | Policy Period: | Sums Insured: | Food Registration Number: |
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**Cancellation Policy**

* There will be **NO** refund for cancellation 7 days or less in advance of the reservation.
* 50% refund will be offered for cancellations made 8-10 days in advance of the reservation of each session.
* Full Refund will be offered for cancellations made 11 days or more in advance.

Refunds will be paid within 30 days of cancellation. A cancellation charge of £50 (50% of the deposit) will be charged to cover admin fees, staff time taken make the booking and potential loss of other customer who have been turned down to hire the kitchen on those dates.

\*As it is unlikely that we will be able to re-hire the venue with less than 10 days notice this refund policy is necessary to ensure no loss of income to the charity.

# The Legal Bit

Nothing in this agreement or in the conditions will be treated as creating any tenancy, lease or any relationship of landlord and tenant between you and the hiring organisation.

I have read and understood the venue conditions and to which this agreement is subject. My signature and initials at end of the form indicate acceptance of the terms of the agreement and conditions.

Made In Hackney retains the legal right to cancel your bookings without completion of all booked sessions. New customers will be asked for payment in full upfront.

**SIGNATURES**

**Client Name:       Client Signature:**

**Consent to Store Data**: I hearby give consent for my data to be stored for the purposes of this hire agreement. **YES/NO**

**Signed: Date Signed:**

**Signature on behalf of Hiring Organisation** (Made in Hackney/Clapton Commons):

**To be completed by Hiring Organisation**

(Made in Hackney/Clapton Commons)

**Total Hire Fee Agreed:**

**Hire Rate Package and Level & Any further Discounts That Apply:**

**First Hire Date:**

**Payment Period:**

**Deposit Due:**

**Remainder Of Payment Due Date:**