

# Kambala Estate Residents Association

*"We are not just neighbours, we're a community!"*



## Clubroom Terms & Conditions of Hire

The Kambala Estate Residents Association ("KERA") agrees to let the Kambala Clubroom under the following Terms & Conditions:

### Booking, Fees, and Payments

- Fees charged will be those in force at the time of the let, regardless of when the booking was made. However, pre-payment of bookings will secure the rate in force at the time of booking.
- Booking requests may be made via the KERA Website at [www.kambala.org.uk](http://www.kambala.org.uk), or by telephone, no less than 7 days before the date of hire. Once we have confirmed the booking (normally within 48 hours), a deposit, as detailed on the website, is required to Secure the booking. Deposits are refundable following a satisfactory inspection of the cleanliness of the Clubroom following the event. If no deposit is received within 7 days of booking, or by 5 days before the date of hire (whichever is sooner), the booking will be canceled.
- Full payment for the hire must be made no less than 14 days before the date of hire, or at the time of Booking, if after after this date.
- Cancellation by the Hirer within 14 days of the event will incur a fee of 50% of the hire charge. No refund will be paid for cancellations at less than 7 day's notice.

### Facilities

- Included in the hire are the Clubroom, tables and chairs, kitchen and equipment . Hot water is available, if requested at the time of booking. A Kettle, a Tea Urn if required, a Cooker, a Fridge and a freezer, a Coffee machine, a Toaster. The kitchen is fully equipped with cooking and eating utensils. In the main hall we have tables and chairs for 40 people.
- The Clubroom does **not** have an entertainment or alcohol license. Alcohol is not allowed within the clubroom.
- No Amplified Music is permitted, with the exception of small Music Players which must be kept to a volume which cannot be heard by Residents in the flats above.

### Hirer's Responsibilities

- The hire of the Clubroom is for the specific agreed times shown on the Booking Form, and does not entitle the Hirer to use or enter the premises at any other time.
- The hirer must arrive at the Clubroom **no later than 15 minutes after the agreed start of the hire**, otherwise the KERA representative responsible for opening the room will leave, and the booking will be deemed to have been cancelled by the Hirer.
- The building must only be used for Lawful activities. KERA does not claim that the building is suitable for any particular purpose and the hirer must satisfy themselves that it is.
- The Hirer agrees not to exceed the maximum permitted number of people (50). The Hirer is responsible for

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Donna Barham (Chairperson) [chair@kambala.org.uk](mailto:chair@kambala.org.uk) or  
Clare Gordon-Smith (KERA Secretary) [secretary@kambala.org.uk](mailto:secretary@kambala.org.uk)

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ensuring that the occupants of neighbouring properties, including the Flats above the Clubroom, are not inconvenienced by noise, or unruly behaviour. The Hirer will also ensure that those attending arrive and leave quietly.

- No Animals except Guide Dogs may enter the building.
- Any Accidents or Injuries must be recorded in the Accident Log Book, kept by the First Aid Box in the Hallway.
- The Hirer agrees to pay for any cleaning required, should the Clubroom not be left in a reasonably clean condition. Tables and Chairs must be returned to their Storage area; any spills on the floor must be wiped up, and the floor swept. The Microwave/Grill and Fridge, if used, must be cleaned and emptied. Toilets and Washbasins must be left clean and tidy as found. A Vacuum Cleaner is kept in the Disabled Toilet.
- The Hirer is responsible for replacement "as new" of any equipment, furniture, or property damaged during the hire, and for the full cost of making good any damage to the building, fixtures, and fittings.
- All Rubbish must be removed from the Clubroom. Decorations such as balloons and streamers may be put up, but please do not use pins or adhesive tape. Blu-tac may be used. All decorations must be removed before leaving the hall.

## Legal Matters

- The Hirer must be over 18 years of age.
- The Hirer must nominate a competent person to take charge in case of Fire, to ensure that all persons in the Clubroom can escape unimpeded through the Fire Exits, and to assemble at the far end of Fawcett Close, (directly facing the Clubroom entrance). Fire Doors **must** remain unobstructed throughout the let.
- Bringing Fireworks or flammable substances into the Clubroom is expressly forbidden.
- Smoking is prohibited in the Clubroom. All Smokers are requested to dispose of cigarette ends properly, and not to throw them on the ground.
- Any electrical equipment brought into the Clubroom by the Hirer, or on behalf of the Hirer must be PAT Certified.
- All property of the Hirer and those using the premises must be removed at the end of the hire, unless agreed in writing with the KERA Committee. KERA accepts no responsibility for any property left on the premises after the hiring.
- The Hirer may not sublet the premises or any part thereof.
- KERA may refuse any booking request without stating a reason. Kambala Estate Residents shall have priority over other bookings, but no organisation shall have an undisputed right to an unbreakable series of bookings. In cases of doubt, the Booking Secretary will refer the request to the KERA Committee, whose decision shall be final.
- In certain circumstances, the KERA Committee may be forced to cancel a booking. While we will endeavour to give as much notice as possible, the limit of KERA's liability to the Hirer in such circumstances shall be 100% of the Hire Charge.

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