

HIRE OF THE HENDON ADATH YISROEL CONGREGATION (“HAYC”) HALL

To: The Secretary
 Hendon Adath Yisroel Congregation
 11 Brent Street
 London NW4 2EU

Telephone/fax 020 8202 9183

I.....
 hereby apply to use the Hendon Adath Yisroel Congregation Hall on (date)
 from (time)..... until (time)..... (11:30pm latest)
 to hold a
 Name of caterer Tel no. of caterer

The hall hire charge (not payable by gift voucher or charity cheque) will be £..... together with an additional refundable damages deposit of £150 to ensure that the premises are left in a clean and tidy condition, with no damage to Shul property. I understand that an additional charge will be made if the function finishes after 11.30 pm. In any event, I undertake that the function will finish, and all guests and staff will vacate the building by midnight.

INFORMATION REQUIRED

- Caterer Being Used Yes/No
- Use of Kitchen required Yes/No
- Approx. number attending
- Round tables (5ft – 10 people) required at extra cost of £5 each (non-members) Yes/No
- Cloth mechitzos are required Yes/No

NOTES & PAYMENT TERMS

1. Only Kedassia Licensed caterers are allowed.
2. The maximum seating capacity of the hall for a sit-down meal is 120 people.
3. The hall is fully air-conditioned.
4. There is no sound system in the hall.
5. **The Shul takes no responsibility for any items left on our premises – see also items 14 & 15 of T&C’s**
6. Additional payments:
 - a. The Shul will arrange for a security guard on your behalf at a cost of approximately £19 per hour for a minimum of 3 hours. Please do not pay this now. We will invoice this cost to you in due course.
 - b. Coloured lighting available for hire at an additional cost.
 - c. If the hall is not vacated by 11.30 pm an additional charge of £100 is payable. In the event that all guests and staff have not vacated by midnight a further additional penalty of £500 will be payable.
 - d. It is your responsibility to ensure that (i) there is no damage to Shul property and (ii) all of the premises are left in a clean and tidy condition, including all rubbish having been removed from the premises. If this is not the case the Shul will retain part or all of the damages deposit as applicable.
 - e. Payments can be made electronically to HAYC, sort code 60 10 34 account number 12879622 (“Hall hire”). Payments cannot be made by gift voucher or charity cheque.

I have read and I accept the above together with the Terms and Conditions governing the hire of the hall. I enclose an initial payment of £....., being approximately 25% of the total charge, together with a separate cheque for the damages deposit. The balance totalling £..... will reach your office at least two weeks before the date of the function, otherwise the Shul will have the right to terminate the booking without any refund being given. A late booking is secured only on receipt of payment in full.

Signed Date

Name

Address

Tel no: Mobile no:

A copy of this application form, signed on behalf of HAYC, will be sent to me and shall constitute a contract of letting between myself and HAYC.

Signed (on behalf of HAYC) Date

HIRE OF THE HENDON ADATH YISROEL CONGREGATION HALL

Terms and Conditions Governing Hire of the Hall

As Hirer of the Hendon Adath Yisroel Congregation Hall ("Hall"), you agree:

1. That the person signing the Booking Form and any principals for whom the signatory acts, shall not sublet the Hall or any part thereof. The deposit must be paid at the time of hiring and no booking will be confirmed until the payment has been made and the Conditions of Hire accepted.
2. Not to use the Hall for any purpose or in any manner other than as specified in the application.
3. That authorised personnel and officers of HAYC shall at all times be entitled to free access to any and every part of the building.
4. That the hire of the Hall does not entitle you to use or enter the premises at any time other than the specific hours for which the Hall is hired unless prior arrangements have been made with the Shul Secretary.
5. That the hire of the Hall and kitchen does not give you the right to control or prohibit the use of any other part of the Shul premises. The decision as to how many functions may take place simultaneously on the Premises shall be determined solely by the Executive Committee of the HAYC Board of Management.
6. Hirers are not permitted to store items in other parts of the building in advance of a forthcoming function, other than on a Friday in advance of a Shabbos.
7. The Function must finish by the time agreed and any music or general noise must be kept at an acceptable level at all times, to avoid any disturbance to the neighbours.
8. Before the start of an event, to make yourself aware of the location of Emergency Exits – which must be left clear. Chairs or obstructions must not be placed in corridors or fire appliances removed or tampered with.
9. Smoking is prohibited in all areas of the building.
10. No bolts, nails, tacks, pins, screws, or adhesive shall be driven into or fixed to any part of the premises or to the furniture or fittings thereof; and you shall not erect any structure or stand in any part of the Hall, nor make any alterations or additions to the lighting, heating, fittings, or fixtures – except with the previous consent in writing of the Shul Secretary
11. To be held responsible for the cost of making good any damage occurring to the Hall or its contents or any other part of the premises during the hire period.
12. No copyright, dramatic or musical work shall be performed or sung without the license of the owner of the copyright and all such licenses shall be produced to the Shul Secretary before the commencement of the hiring. You hereby indemnify HAYC against any infringement of copyright, which may occur during the hiring.
13. HAYC shall not be liable to pay any damage or compensation in the event of the hiring being prevented or curtailed by any emergency, accident, breakdown of machinery, electricity supply or heating apparatus, or any flood, fire, riot, terrorists, force majeure, or act of G-d.
14. HAYC shall not be under liability or responsibility for any loss, theft, or damage of, to any goods or property belonging to you, or of any other person, left deposited or brought into the Hall or left or deposited with any Officer or Employee of HAYC, either before, during or after an event. You hereby indemnify the HAYC or other personnel, against any claim or demand whatsoever in respect of any such loss, theft, or damage as aforesaid.

15. HAYC accepts no responsibility for any parcels, packages, boxes, containers or items of any description delivered to the premises.
16. To take every precaution for the prevention of accidents to any person during or in connection with the hiring and shall indemnify HAYC and any of its staff or officers from all actions, claims, expenses and demands whatsoever arising and which, but for the hiring or breach of any of these conditions, would not have occurred.
17. That all requests for a postponement or cancellation of the hiring must be in writing and delivered to the HAYC Office as soon as this eventuality is known. Cancellation fees are as follows:
 - a. More than six months in advance of event – 75% of deposit returned
 - b. Six months to three months in advance of event – 50% of deposit returned
 - c. Three months to two weeks in advance of event – 25% of deposit returned
 - d. If the cancellation is within two weeks of the hire date the full hire fee becomes payable. In the event of the Hall being re-let, you will be charged the difference between the full amount due and the fee HAYC subsequently receives.
18. HAYC reserves the right to terminate the booking agreement at any time, without any refund, if the behaviour of any user is considered unacceptable or if the number of users exceeds the Attendance Limits; or if the use of the Hall is for some other purpose which the HAYC in its absolute discretion deems inappropriate.
19. To leave the Hall, kitchen and surrounding areas in a clean and orderly condition and to stack and clear away all tables, chairs etc, to the reasonable satisfaction of the Office and in default will pay the cost of clearing and cleaning. If you are not satisfied with the condition at the beginning of the hiring period, you should register this point immediately with the Shul Secretary.

20. ALL RUBBISH MUST BE REMOVED FROM THE PREMISES BY THE CATERER.

HAYC reserves the right to make amendments to these Terms and Conditions at any time.