Roserton Street, Isle of Dogs, London, E14 3PG

Tel: 020 7531 0310

Email: admin@island-house.org

HALL HIRER PACK

Contents:

- **Viewing & Bookings**
- **Hall Hire Charges**
- **Charges Information & Additional Services**
- **Main Hall standard layout and dimensions**
- **Small Hall standard layout and dimensions**
- **Terms and Conditions**
- **Fire Procedures (Main Hall and Small Hall)**
- **Location Map and Contact Details**

VIEWINGS & BOOKINGS

To view Island House's facilities:

Please call the office to book an appointment, alternatively you can email us and a member of staff will gladly show you around the premises and answer any questions you may have. **PLEASE NOTE:** Please take care not to disturb any sessions taking place during your visit.

Office opening hours:
Monday – Friday 9.30am – 4.30pm

Main Hall



Small Hall



To make a BOOKING at Island House:

Please call, email or visit during office hours and our Reception team will be happy to provide any further information you may require, such as availability or additional services.

A £50 booking deposit (or half the total fee, whichever is least) is required to secure the booking. Payment must be made in cash/BACs bank transfer at least one week prior to your booking. This amount will then be deducted from your final bill.

A further £200 deposit will also be required to cover any damages. This is fully refundable (providing no damages occurred and you do not overrun on your booking times) once the director receives the caretaker's premises report the following working day

Provisional bookings without a deposit are normally held for up to 5 days maximum.

Hirers are responsible for washing and clearing the space they've used at the end of their function ready for the next group to meet.

A communal kitchen is available with both halls at no extra charge.

No paper/metallic confetti OR sequins allowed on the premises under any circumstances.

HALL HIRE CHARGES

Private/Public Event Hire:

	Main Hall	Small Hall	Chapel/Patio/Lobby
Hourly Rate (in office hours)	**£45/hour**	**£30/hour**	**£15-£20/hour**
Hourly Rate (out of hours)	**£60/hour**	**£40/hour**	**£30/hour**

(Booking times must include setting up and tidying away)

Please note: In exceptional circumstances discretionary rates can be discussed with the Centre Director.

CHARGES INFORMATION & ADDITIONAL SERVICES

Facilities

Hiring any hall/room at Island House includes the use of:

- Tables & chairs appropriate to that room
- Kitchen facilities
- Toilets, cleaning equipment and products
- Use of our car park (if available)
- Wi-Fi access

Booking Deposit (non-refundable)

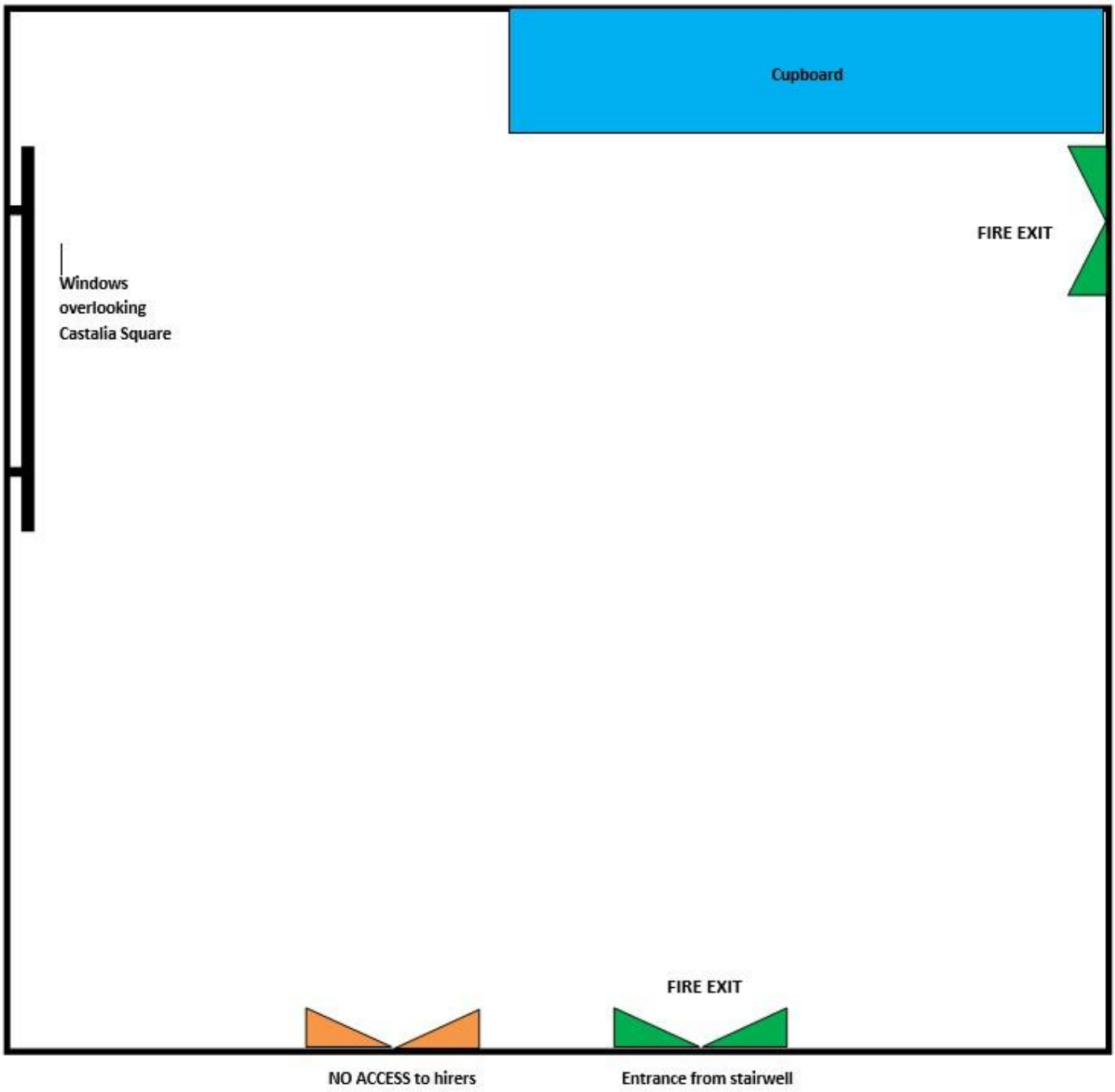
£50 or half the total booking fee, whichever is less, is required to secure your booking when initially booked. This is non-returnable. The remaining balance is normally due 7 days in advance of your hire date. No refund will be offered for cancellations made 5 working days (or less) prior to the function date. Cancellations before this date will be refunded, less the initial booking deposit.

Returnable ('Damages') Deposits

An additional 'Returnable Deposit' of £200 will be required, paid in cash or by bank transfer, prior to the date of your function (usually taken when booking is placed). This deposit is held during your function and can be collected the following week after your event, once the Centre Director has received a positive report from the weekend on-duty caretaker. This deposit is fully returnable, but deductions will be made to cover any damages, breakages, over-run of function times, extra cleaning costs or any other breaches of the terms and conditions of hire.

ISLAND HOUSE – MAIN HALL LAYOUT

Key: **Orange: No Access to Hirers**
Blue: Property of Island House Community Centre (Access to Hirers)
Green: Fire Exits

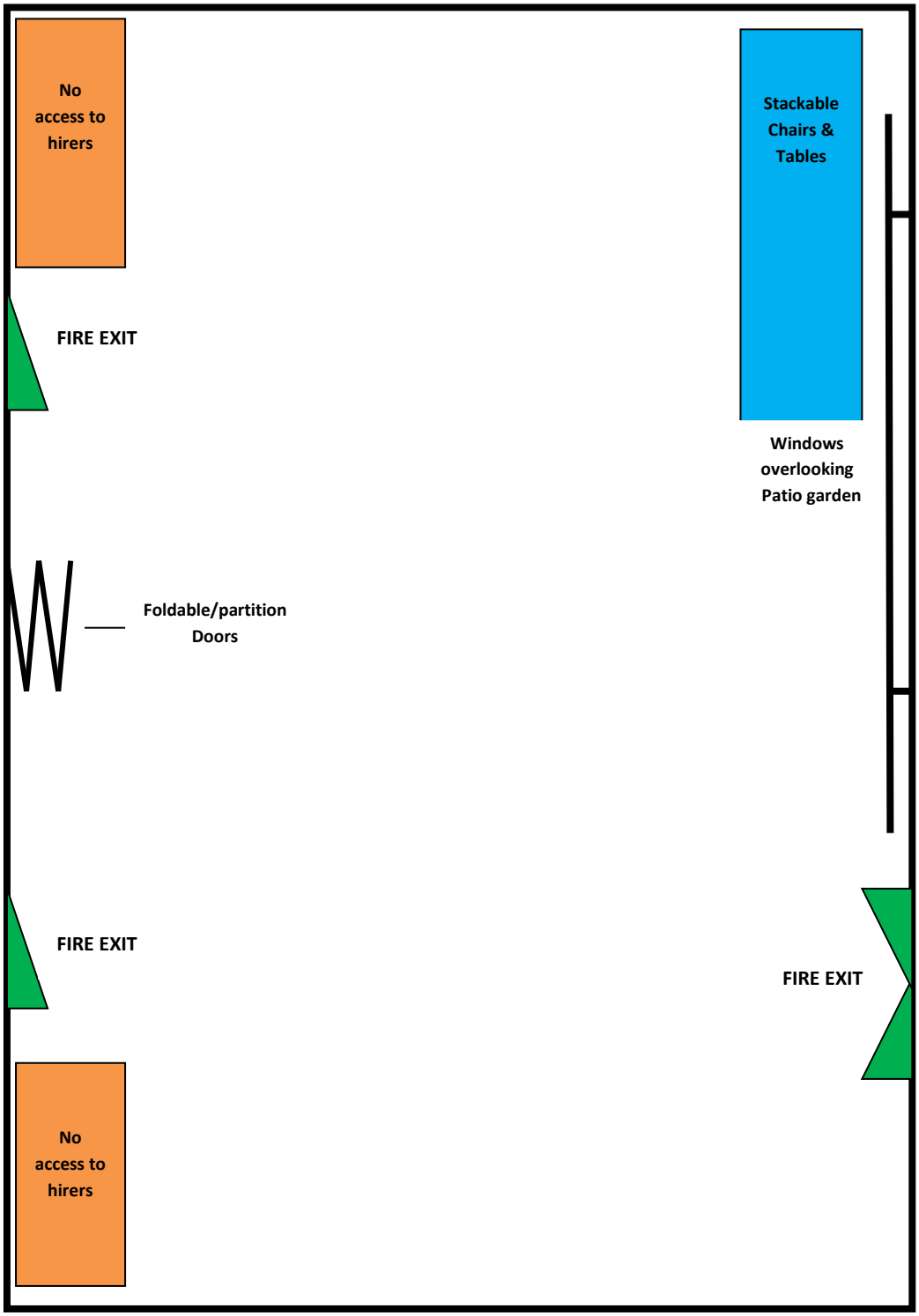


PLEASE NOTE: Light Switches for the Main Hall are located by the Entrance doors on your left.

APPROX DIMENSIONS:
LENGTH: 10m 64cm
WIDTH: 10m 92cm
HEIGHT: 10m 92cm
CAPACITY: 70 (seated) – 100 (standing)

ISLAND HOUSE – SMALL HALL LAYOUT

Key: **Orange:** **No Access to Hirers**
Blue: **Property of Island House (Access to hirers)**
Green: **Fire Exit**



APPROX DIMENSIONS:
LENGTH: 7m 50cm
WIDTH: 5m 15cm
HEIGHT: 2m 62cm
CAPACITY: 20-30 people

TERMS & CONDITIONS OF HALL HIRE

Any private/public groups wishing to hire a hall at Island House Community Centre must read the terms and conditions of hall hire and sign the booking form as proof of acceptance prior to the function date.

PREMISES AND FACILITIES

1. Hirers must be aware of and agree to abide by all Health & Safety and Fire Procedure notices attached and displayed around both halls and communal areas. NOTE: Smoking is forbidden within Island House premises.
2. When on the premises, hirers are responsible for maintaining appropriate vigilance and security measures, including ensuring the building isn't left unlocked or unattended at any time.
3. Hire fees include use of tables/chairs and kitchen facilities as appropriate to the hall being hired, toilets and free use of our private car park.
4. All staircases above the first-floor area and all office spaces are strictly out of bounds.
5. Prior arrangement is needed if you wish to access the garden area.
6. Island House is **NOT** licensed for the sale of alcohol. If hirers choose to set up a paid bar, then they must obtain an occasional licence from the relevant licensing authority (LB Tower Hamlets). A private (free) bar where there is no charge for the alcohol is allowed.

DEPOSITS AND FEES

7. To secure your booking, a non-returnable BOOKING DEPOSIT of £50 or half of the total cost, whichever is less, is required to secure your booking when initially booked. This is non-returnable. The remaining balance is normally due 7 days in advance of your hire date. No refund will be offered for cancellations made 5 working days (or less) prior to the function date. Cancellations before this date will be refunded, less the initial booking deposit.
8. In addition, a RETURNABLE (DAMAGES) DEPOSIT of £200 will be required. This should be given to the Office Manager or Centre Director at the least 1 week before your event takes place. If holding your function over the weekend, your deposit can be collected the following week after the Centre Director has received the premises report from the on-duty caretaker. This acts as a guarantor for any damages, breakages, noise disturbance, failure to leave the Centre at the agreed time, failure to clean/leave the centre in the same condition you found it, or any other breaches of terms and conditions. Failure to pay the RETURNABLE DEPOSIT will result in a VOID booking and the caretaker will be un-authorised to grant you access until the fee is paid in full.

ACCESS TIMES AND NOISE

9. For an 'All Day' booking, access is normally possible anytime from 9am onwards to 11pm (see noise conditions below) On some dates, the hall(s) may only be available after earlier regular groups have finished. You will be made aware of any prior/conflicting functions happening on the day of your event at the time of booking.
10. The Office Manager/Centre Director will arrange for the duty caretaker to be present on-site for the duration of your booking. PLEASE NOTE: The caretaker will only wait a maximum of 30 minutes past the arranged time. If the hirer does not arrive within that half-hour slot, the caretaker will leave the site and await a further call from the hirer. There is an extra call-out charge of £25 per visit which will be deducted from your returnable deposit.
11. **For all bookings, all music MUST finish by 11pm at the very latest.** The halls must be fully vacated by 11.30pm, including members of the party who have stayed to clean, otherwise extra charges will occur.
12. Island House is located in a quiet residential conservation area. Hirers must remind their guests to vacate the premises in a quiet, respectful manner without causing a disturbance for local residents, especially so after 10pm. Any complaints we receive from neighbours regarding excess noise at any time during your event, and any music or other noise disturbances of any kind after 11pm will result in an additional charge (minimum £50 per reasonable complaint received) being taken from your returnable deposit or added to your fee.

CLEANING

13. All areas used by hirers must be fully cleared, cleaned and left in the same condition they were found in. This includes the removal of decorations; restoring furniture and fittings to their original storage place (a plan of both halls is included in this pack). Cleaning equipment (brushes, mops, cleaning solutions etc) are provided, as are bin bags, which should be placed inside the large bin provided outside the centre next to the car parking area. NB: Please remember to clear and clean the kitchen, garden, toilet areas and car park if used by your group – these areas are often overlooked, but you are reminded that this falls into the communal areas which must be left in the same condition you found them in, ready for the next user.
14. Failure to clean the space to an acceptable standard (at least as clean and tidy as it was found) will result in the loss of your returnable deposit.

MISCELLANEOUS

15. All damage and breakages must be fully paid for by the hirer.
16. Island House cannot accept any responsibility or liability for any items of value brought into the centre by hirers or any items that are left in the building unattended or overnight.

We trust you will abide by these Terms and Conditions in good faith, appreciating that Island House Community Centre is a charity seeking to serve the local community. We ask you to show respect to the centre, its user groups and our neighbours at all times. We hope your event goes well and is very successful.

Please sign the Hall Booking Form to confirm your acceptance of the above terms.

FIRE SAFETY

At Island House Community Centre

Exits & Equipment	You must make yourself aware of the location of all FIRE EXTINGISHERS.
Fire Monitor	At least one person should be appointed to be a FIRE MONITOR and should be able to take charge of evacuating the building.
Hall Fire Exit Routes	The **MAIN HALL** has the following Fire Exit routes: 1. Via the Fire Exit door leading to the garden, then through the gate. **(BREAK GLASS TUBE ON GATE TO GAIN ACCESS)** 2. Down the stairs, through the main front entrance leading to the square. The **SMALL HALL** has the following Fire Exit routes: 3. Down the hallway (right) towards the kitchen, through the fire exit door at the bottom of the Advice Centre's staircase. 4. Down the hallway, (left) towards the main reception area, and out the main entrance.
IMPORTANT INFORMATION	**NO FIRE EXIT VIA SECOND FLOOR – DO NOT GO UPSTAIRS!**
Assembly Point	Castalia Square/near the shops
Wheelchair Access	Fire Exit route 3 & 4 (see above) is suitable for wheelchair access. Fire Exit route 1 & 2 will require assistance for wheelchair users.

IN THE EVENT OF FIRE:

- Raise the alarm
- Call the Emergency services on 999
- Evacuate the building in an orderly manner via the appropriate Fire Exit routes
- Fire Monitors seek to ensure the building is evacuated, report the status to the emergency services on their arrival and take a roll call at the assembly point.
- Only tackle the fire using the extinguishers provided if you are not putting yourself at risk by doing so.

If you notice any fire exit routes blocked, extinguishers not in place or anything else which might compromise fire safety, or once the Emergency services have been called, please contact the Centre Director immediately.

CONTACT DETAILS:

Contact the Centre Director or Facilities & Operations Manager at Island House between Monday to Friday, 9.30am – 4.30pm on:

Telephone:	**020 7531 0310**
Email:	**admin@island-house.org**
Website:	**www.island-house.org**