

TERMS & CONDITIONS (SUMMARY)

Terms and Conditions Hiring of the Premises

Upon payment by the Hirer of the Booking Deposit (if applicable) and of the Security Deposit MGB confirms that the Hirer may hire the Premises for the Event for such period of time as set out in the attached Event Booking Form. The Hirer agrees with MGB to comply with the conditions set out below:

1. Unless alternative arrangements have been made the Hirer shall pay to MGB the balance of the Booking Fee not less than 7 days before the date of the Event. Should the balance not be paid in accordance with these terms MGB may consider the booking to be cancelled by the Hirer and MGB shall have no further liability to the Hirer. Such cancellation shall be without prejudice to the rights of MGB under paragraph 6 below.
2. The Hirer will be responsible for supervision of the Premises and the Centre during the Event along with its contents, furniture, fittings and equipment, their care, safety from damage however slight, or change of any sort. The Hirer will also be responsible for the behaviour of all persons using the Premises and the Centre during the Event, whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
3. The Hirer shall not use the Premises or the Centre for any purpose other than that described in the Event Booking Form and shall not sub-hire or use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the Premises or the Centre anything which may endanger the same or any insurance policies in respect of the Centre.
4. The Hirer or organiser of the event might be provided with an alarm fob to activate and deactivate the alarm. This fob will register who enters/leaves the building and when. The fob must be retained by the Hirer/organiser and must not be given to any third party. The Hirer will be responsible for the alarm fob and will not allow any third party to have the use or possession of the fob and in the event of its loss will be liable to pay a £30 charge for a replacement fob. Should the alarm not be set correctly the hirer will be liable to pay a charge of £50.
5. The Hirer shall not allow alcohol to be consumed or smoking or the use of drugs or illegal substances in or around the Centre nor shall guests of the Hirer be allowed to gather outside the Centre so as to cause a nuisance to passers by, nearby residents or to the synagogue opposite the Centre.
6. The Hirer shall indemnify MGB for the cost of repair of any damage (including any marking to the floor of the first floor hall) done to any part of the Centre, its furniture, fittings and equipment which may occur as a result of the hiring howsoever caused by the Hirer or their guests or invitees.
7. If the Hirer wishes to cancel its booking to hire the Premises before the Event or if MGB considers the booking to be cancelled in accordance with paragraph 1 above, the following shall apply:
 - 7.1 The Hirer shall be liable for payment of all cancellation charges incurred by MGB for any third party services or products that have been ordered by MGB on the Hirer's behalf such payment to be made within 7 days of demand;

- 7.2 If the Hirer cancels the booking between 14 and 28 days before the date of the Event the Hirer shall be liable for payment of the balance of the Booking Fee (after taking into account the payment of the Booking Deposit), such payment to be made within 7 days of demand;
 - 7.3 If the Hirer cancels the booking within 14 days of the date of the Event the Hirer shall be liable for payment of the total balance of the Booking Fee after taking into account the payment of the Booking Deposit, such payment to be made within 7 days of demand;
 - 7.4 Subject to payment of the above MGB shall return the Security Deposit to the Hirer but shall otherwise be entitled to retain the Security Deposit against such payments
8. The Hirer must issue invitations for the Event an example of which is to be sent to MGB not less than 7 days before the date of the Event. MGB shall have the right to require amendment or rewording of the invitation if it should consider the invitation to be offensive or inappropriate. The Hirer must provide a guest list to MGB on or before the date of the Event and the Hirer must be available to verify an invitee's entry to MGB. Events where an admission fee is payable on entry to MGB may only be allowed where prior permission has been obtained from the Centre Manager of MGB in writing. MGB reserves the right to cancel the booking if it considers, in its sole discretion, that any booking made will be unsuitable to take place having regard to the primary use and facilities of the Centre. In this case MGB shall refund all the amounts paid by the Hirer to MGB in relation to the booking but shall have no other liability to the Hirer;
 9. If the Hirer intends to promote and advertise the Event for which the Premises have been booked MGB reserves the right to approve or withhold approval of such promotion and advertising to ensure that MGB's facilities and Premises are described in any promotional literature in the manner stipulated by the Centre Manager of MGB.
 10. The Hirer must ensure that any food brought onto the Centre is "Chalavi" (milky) or Pareve. Such food must be purchased from a supervised kosher shop or be listed as kosher in the London Beth Din Jewish Food Guide. The Hirer may not bring onto the Premises any homemade cakes or other produce. ***Please note that the kitchen may only be used with the express consent of MGB subject to the Hirer complying with such conditions as to the supervision of Kashrut as MGB may specify.*** The Hirer must ensure that only new disposable crockery and cutlery is used and that all rubbish is carefully deposited in the bins outside the Centre in black bin liners to be supplied by the Hirer.
 11. The Hirer must vacate the Centre within 30 minutes of the end of the Event and the Hirer shall be responsible for leaving the Centre and its surroundings in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. MGB shall be at liberty to levy an additional charge on the Hirer in addition to the Security Deposit if the Hirer fails to comply with these obligations. All rooms or areas other than those expressly specified on the booking form to the Hirer for the Event are out of bounds to the Hirer.
 12. MGB will levy an additional fee for providing security staff for the Centre where the Event booked by the Hirer is attended by persons of 18 years or older or otherwise at its discretion and will notify the hirer of this in writing should this be the case.
 13. MGB reserves the right at any time up to 7 days in advance of the date of the Event to change any room or areas specified by the Hirer in its booking and to substitute any different but similar room or areas which in MGB's opinion are an acceptable substitute for those originally booked.



14. In the event of the Premises or any part thereof being rendered unfit for the purpose for which it was hired MGB shall not be liable to the Hirer for any resulting loss or damage whatsoever
15. MGB accepts no liability for loss or damage to any property brought onto the Centre by the Hirer or the Hirer's guests or invitees. MGB reserves the right to require the Hirer to show in advance of the date of the event proof of Public Liability Insurance at a level which MGB deems appropriate.
16. MGB reserves the right to review any hire charges quoted to the Hirer up to 28 days prior to the date of the Event but will use reasonable endeavours to maintain the quoted hire charges.
17. MGB reserves the right to give 1 months' written notice to terminate these hiring arrangements in respect of any bookings made for a period of in excess of one month.