



TERMS and CONDITIONS OF HIRE

1. Bookings

If you want to make a one off or regular booking, please apply in advice on this booking form. The booking will be subject to acceptance and confirmation. If you make a booking more than a month in advance, you may find that the charges have been revised. Setting up and clearing up times must be included in the hire times. Please note that you should not use the Hub address as an address to send mail to. If you breach any of the booking conditions, we will cancel this agreement and we will not refund the money you have paid.

2. Payments

Please pay hire charges as shown on the invoice, when you receive it. A schedule of charges is below. You should make full payment by the due date. If you think there is a problem with the amount on the invoice, you should tell us within one week of receiving it; otherwise, you will have to pay the full amount due.

Contact elham.asskoumi@bountagu.com.

Type of user	Charges
Individuals, groups and organisations that are running activities for profit	£24.00 per hour
'Not for profit' activities that are established by or for local residents on the basis of an identified need or interest, for example: youth groups, resident participation meetings, mother and toddler groups and after-school clubs.	£14.00 per hour
Business Start Ups – agreed by Bountagu Partnership - initial stages	Free

Please let us know as soon as possible if you need to change any details of your proposed hire of the Bountagu Community Hub.

3. Cancellations

If you need to cancel your booking, you can let us know immediately by phone 020 8292 5626 and e-mail to elham.asskoumi@bountagu.com, or by post to Bountagu, 229 Bounces Road, Edmonton London N9 8LP. There may be a cancellation charge if notice is not given 2 weeks before the planned event. Please give your reason for cancelling and as much notice as possible.

4. Repairs

If you notice anything that needs repairing in the Community Hub, please email elham.asskoumi@bountagu.com or inform the keyholder who is on site during your session.

5. Community Hub Rules and Health and Safety

Please observe the Community Hub Rules and Health and Safety notices displayed on the Hub walls and leave the premises clean and safe for others. The use of amplified music is prohibited at all times.