

**HIRING SYDENHAM GARDEN DE FRENE ROAD SITE: GENERAL TERMS AND CONDITIONS (To be read in conjunction with the Payment Terms & Conditions / FAQs).**

**Please read carefully before completing the booking form. Completion of the booking form is taken as an agreement to these terms and conditions, therefore please ensure that the person returning the booking form has the appropriate authority.**

**GENERAL**

- a) Hire includes the use of the outside kitchen area, crockery & cutlery.
- b) Use of the garden is included in the hire charge. You must not damage, destroy, move or remove any contents of the garden. This includes the plants or any part of a plant i.e. taking fruit or veg.
- c) The hire charge also includes: toilets [please note we do not have baby changing facilities]; cleaning supplies and a first aid kit. Refreshments are NOT included in the hire charge and such supplies as are in the kitchen, greenhouse etc must not be used.
- d) A deposit is required in order to secure any booking – please refer to the Payment Terms & Conditions for further information.
- e) No children’s activities will be allowed on Sunday mornings before 12:30 & the maximum number of children allowed at any event / booking is 30.
- f) Smoking and the use of illegal drugs is not permitted in any part of the site. Alcohol may not be sold on the site.
- g) Sydenham Garden will not be held responsible for the loss of or damage to any personal belongings or personal accidents sustained during the booking.
- h) The De Frene site has no on-site parking. Free on-street parking is available on De Frene Road. All access to the site is from De Frene Road by way of an inclined access road / path (approx.. 30m long).
- i) All proposed activities and the use of any equipment (including any brought by the hirer and / or third parties) will need to be agreed in advance with Sydenham Garden. You will be asked to provide details when submitting the booking form. Bouncy castles will not be allowed in the gardens.
- j) As Hirer you will be responsible for ensuring that any Entertainers, Professionals, hire companies etc providing third party services at your event / booking have the necessary Professional Indemnity Insurance.
- k) At no time during the booking is the Hirer to leave the site unoccupied.
- l) The hirer must gain prior consent from Sydenham Garden before decorating any part of the site including buildings, gardens etc.
- m) Noise levels must be kept to an acceptable level throughout the hire period and the proximity of our neighbours must always be kept in mind. No amplification of music etc is allowed in the gardens.

## **HEALTH & SAFETY and SECURITY**

- n) Sydenham Garden will ensure the buildings and gardens are all in safe order prior to handing over to you for your event / booking and ensure any equipment belonging to Sydenham Garden, for use during the event / booking, is in good working order.
- o) On the day of your booking Sydenham Garden will advise the Hirer on relevant Health & Safety issues including emergency procedures in the event of a fire; location of 1<sup>st</sup> aid kits; advise of any hazards and areas out of bounds etc; use of Sydenham Garden equipment etc
- p) The Hirer will be responsible for all aspects of Health & Safety and security during the booking including:
  - 1. Evacuation of the buildings, gardens etc in the event of a fire or an emergency. All entrances and passageways must always be kept clear;
  - 2. Supervision of children attending a booking (including not allowing children to climb trees or any part of the building & outside structures; no access to area around pond etc);
  - 3. Ensuring any equipment brought to Sydenham Garden is in good working order and is not left unattended and / or plugged in during the event;
  - 4. Full responsibility for all food brought to or prepared at the event / booking & serving etc;
  - 5. Ensuring the security of the site monitoring of all entrances during event / booking;
  - 6. Monitoring the buildings, gardens & nature reserve during the booking for potential hazards including misuse of equipment; security breaches; sharp objects (broken glass, metal etc); syringes & contaminated waste etc; weather conditions; stings by flora & fauna etc

The Hirer will be responsible for ensuring that guests are informed and comply.

- q) Only 2 people allowed in the kitchen area at any one time [NO CHILDREN ALLOWED IN THE KITCHEN AREA AT ANY TIME DURING THE BOOKING].
- r) In the event of an emergency you may contact the following people: David (07469 660 819; Steve (07498 659 953); Tom (07823 412 001) or call (07746 298 765) in the event you cannot contact David, Steve or Tom.

## **DAMAGE & CLEANING**

- s) Any damage / breakage to the fabric of the buildings; furniture, fixtures & fittings; gardens [including planters & pond] must be reported to the member of staff closing-up and any costs in rectifying will be deducted from the deposit.
- t) You are responsible for ensuring that the greenhouse, hub, kitchen (if using) and lavatories are left clean and tidy. Please leave it as you found it. The greenhouse is for meetings and information only, do not play games in there and no running is allowed. All chairs and tables must be put away, the rooms must be swept and mopped.
- u) The hirer will be responsible for ensuring all rubbish, recycling etc is taken with them off site at the end of the booking. Under no circumstances will the hirer be allowed to use Sydenham Garden rubbish bins or those of any of our neighbours.
- v) The Trustees of Sydenham Garden reserve the right to retain all or part of the deposit should any of the terms & conditions be breached and / or to cover the cost of any damage, breakages and repairs.