

Young Barnet Foundation
Old East Barnet Library, 85 Brook Hill
Road, East Barnet, EN4 8SG



Conditions of Hire

For the purpose of the conditions of hire, the term “The Hirer” means you, the person booking and using the facility (along with any associated guests using the facility with you), the term “We” or “Us” shall mean Young Barnet Foundation.

Facilities available:

- Hot Desks 1-6
- Semi Private Pod 1
- Semi Private Pod 2
- Board Room

General Information

- All applications for the hire of the above-named spaces must be done via the online portal www.venuebank.org.uk
- Capacities. The maximum number of persons allowed in each area for hire is:
 - Hot Desks: 1 person per desk
 - Semi Private Pods 1 and 2: 5 people per pod
 - Board Room: 20 people (although recommended group size is 14)
- Charges. All charges are payable through the online portal Venue Bank.
- Cancellation. If the Hirer cancels the booking (for any reason):
 - Within 24 hours of agreeing a booking, a 100% refund will be given (for example, a Rental is agreed at 11am on day 1 for day 3, but is cancelled at 10am on day 2).
 - More than 24 hours after agreeing a booking, but at least 72 hours before the date of the Rental a 50% refund will be given (for example, a Rental is agreed on day 1 for 2pm on day 7, and the cancellation is made on day 4 at 1pm).
 - More than 24 hours after agreeing a booking, but within 72 hours before the date of the Rental, no refund will be given (for example, a Rental is agreed on day 1 for 2pm day 7, and the cancellation is made on day 4 at 3pm).
- Cancellation. If We cancel the booking for any reason, a 100% refund will be given.

Young Barnet Foundation’s Responsibilities

- We will ensure the facilities for hire are presented in a clean, tidy and safe manner.
- We will brief The Hirer on venue health and safety arrangements on arrival.
- We may refuse any application for the hire of the building without stating a reason. No organisation shall be deemed to have an undisputed right to an unbreakable series of bookings.
- We reserve the right to put a stop to any booking/meeting not being properly or reasonably conducted.
- We endeavour to provide all electrical equipment listed on the booking page including most common adaptors but cannot guarantee use of equipment or adaptors. Please contact us in advance with any queries.

- Whilst there is a small car park on site, this is prioritised for staff and volunteers using the building. The Hirer is allowed to use the car park when space is available (not guaranteed) or make use of free parking on local roads.

The Hirer's Responsibilities

- The Hirer must be over 18 years of age.
- The Hirer must be a member of Young Barnet Foundation.
- The Hirer is not permitted to use any area of the venue other than that which has specifically been booked (plus the kitchen and toilet facilities).
- Any accidents must be reported to a member of Young Barnet Foundation staff.
- The hire of the building is for the specific agreed times shown on the online portal Venue Bank, and does not entitle The Hirer to use or enter the premises at any other time. This time should include any setting up and packing away time required. The building shall only be used for the purpose of work/meetings/events and shall not be used for any unlawful or unsuitable purpose.
- The Hirer shall not do anything or bring onto the premises anything which may render invalid any insurance policies. Young Barnet Foundation does not represent that the building is suitable for any particular purpose and The Hirer must satisfy themselves in this respect. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- The Hirer shall not sublet the building or any part thereof.
- Advertising. All advertising of events should conform to the conditions of hire.
- The Hirer is responsible for all damage to the building, equipment, furniture and property in the building occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.
- Culpability. Except for wilful negligence on the part of Young Barnet Foundation, We shall not be responsible for any loss of, or damage to, The Hirer's or any third parties' property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify Young Barnet Foundation against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.
- Conduct and Good Order. The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times The Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.
- On vacation of the building, The Hirer shall leave the building in a clean and orderly state and any contents temporarily removed from their usual position property replaced. The kitchen and toilets must be left in as clean a condition as found.
- Property of The Hirer must be removed from the building within 15 minutes after the expiration of the hiring or fees will be charged for each hour or part thereof until the same is removed. We accept no responsibility for any property left on the premises after the hiring.

- Fire Exits. No exits may be blocked, chairs or other obstructions must not be placed in corridors or fire appliances removed or tampered with, and fire doors must not be propped open.
- Lighting. No additional lighting or extension leads from the existing electrical sockets shall be used without the previous consent of Young Barnet Foundation.
- Smoking. Smoking is NOT permitted in any part of the building at any time. There is a designated smoking area at the rear of the building (by the car park). All cigarette butts are to be disposed of in the cigarette bin provided.
- Alcohol. If you are holding an evening event in the Board Room, alcoholic drinks may be served for free but NO sale of alcoholic drinks may be undertaken on the premises.