



**Goldsmiths
Community
Centre**

Goldsmiths Community Centre
Terms and Conditions for Party and Event Hire

Spaces to Hire for Parties and Events

George Green Hall - £40 per hour

Small Hall - £30 per hour

Gym - £35 per hour

Muga Ball Cage - £30 per hour

£100 refundable security deposit required for each booking

4 hours minimum - this includes set up and take down time

No booking is secure until the deposit has been made and the date will remain open to enquiries in the GCC diary.

The remaining balance is required 1 month prior to hire date. For last minute bookings payment must be made within 24 hours.

Bank details will be given so that a PayPal payment or a bank transfer can be made.

Written confirmation via email must be made to bookings@goldsmithscommunitycentre.org.uk once payment has been made.



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Refundable Security Deposit - £100

This will be returned in full unless -

- You make a late cancellation up to one week before the event - a £50 charge will be taken
- We will review the room for any damages on the day

Set up and take down

- The hire time agreed with you includes time for set up, take down and clear up for the event. Early access is not possible
- You must return the venue to the condition it was in before your event started. You must ensure that all rubbish is cleared from the venue and put in the appropriate place as told on arrival
- Bouncy castles/inflatables are permitted in both areas, indoors and outdoors but please see the Frequently asked questions for dimensions.
- When bringing in any equipment, bouncy castles, or any other item into the centre, the hirer must ensure insurances are in place. GCC will not be responsible for any accidents to persons or equipment
- Please bring your own cutlery and plates and everything you require to hold your event. You are also permitted to bring in your own electrical appliances for use in the kitchen. Appliances must have a valid PAT testing certificate or still be in warranty so please supply appropriate documentation
- Decorations: Blue tac can be used to display decorations in both areas but please do not use sellotape or staples as these damage the walls. Please remove all decorations and blue tac at the end of your event
- We will supply black sacks for general waste and clear recycling bags. All other generated waste must be taken and disposed of by the hirer
- The GGC team member on duty will inform you of where to leave your rubbish & recycling
- GCC staff may enter the area 30 minutes prior to the end of the event to ensure that clearing/packing away has commenced

Music and Sound Systems

- If music is required, please bring your own sound system/equipment.
- Please be mindful of sound levels at all times as this is a residential area. 60db allowed.



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Catering & Alcohol

- You must tell us at the time of booking if you are hiring caterers. You must give us details of that service before your event for approval. We reserve the right to inspect any equipment used for health and safety and may audit the caterer for food safety and hygiene.
- We do not provide a licensed bar.
- You are welcome to consume alcohol on the premises but you are not able to sell alcohol.

Health and Safety

- We will show you all fire exits, fire equipment and the defibrillator before your event starts.
- All fire exits and access to those exits must remain clear at all times.
- Fire equipment must not be removed from their present location unless being used for its intended purpose
- A defibrillator can be found in the office by the main entrance, so please ask a member of the team
- No sparkler candles or any items that produce high levels of smoke are to be used inside the premises at any time
- No flammable materials/liquids including food warmers or indoor fireworks
- No smoking is permitted anywhere on the premises, including our outdoor spaces
- The named hire is responsible for the conduct of all persons attending the event and is expected to deal with any behaviour issues which may arise

Access to the Venue and Parking

- Hires should all initially check in with reception which can be found at the Castillon Road entrance
- Access for loading and unloading is permitted only from the time of hire when the hirer is on site
- There is no on-site parking. Parking is available on the road but we do encourage your guests to arrive by public transport if possible (124 bus stops right outside). We are in a residential area so please respect our neighbours and park considerately