

Annex 1: Standard Conditions of Hire – Private Hire and Regular Hire

1. The Hirer is required to pay a **£100 deposit at the time of booking**. The Hirer may either pay the full hire fee and deposit at the time of booking, or pay the £100 deposit only, with the remaining balance **due no later than 30 days** before the period of hire. Where a booking is **made less than 30 days** before the period of hire, full payment and the £100 deposit are required at the time of booking. If the remaining balance is not paid by the required deadline (30 days before time of booking), All Star Tennis Ltd reserves the right to cancel the booking. In such circumstances, the £100 deposit will be refunded and the booking times will be made available for other bookings.
2. If the Hirer **cancels more than 30 days before the hire date**, the £100 deposit and any hire fees already paid will be refunded in full. If the Hirer **cancels less than 30 days before the hire date**, the £100 deposit will be retained as a cancellation fee and any hire fees already paid will be refunded. If the Hirer **cancels 7 days or less before the hire date**, the £100 deposit and full hire fee will be retained. All cancellations or amendments to bookings must be received and confirmed by All Star Tennis Ltd in writing. All Star Tennis Ltd reserves the right to cancel a booking where exceptional unforeseen circumstances arise. In such circumstances, all fees and deposits paid by the Hirer will be refunded in full.
3. The deposit on completion of satisfactory hire will be refunded in full, provided the booking has not been cancelled within the applicable cancellation period and no additional costs have been incurred. The deposit is taken to cover All Star Tennis Ltd against accidental damage, additional cleaning charges, loss of keys or damage to the property or garden area. Where the Centre is not left in an acceptable condition, a portion or all of the deposit may be retained to cover the cost of additional cleaning, waste disposal, repairs or other reasonable costs incurred as a result of the hire.
4. The Hirer shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises. Smoking is not allowed on the premises. The use of barbecues is prohibited in line with the bylaws applicable to Wandsworth Common. Children are not to be left unattended in the front garden or any part of the Centre and are not permitted to use the kitchenette equipment for health and safety reasons.
5. No long-term parking is available in our lease, **drop off and pick up of equipment only is permitted** using the short term parking bays next to Skylark Café. Any abuse of this could result in All Star Tennis Ltd's lease being rescinded and The Hirer must comply with these regulations. When entering the common hazard lights must be on, vehicles must give way to pedestrians and the speed restriction is 5 mph.
6. The Hirer is responsible for clearing up and leaving the Centre as they found it. All setup, preparation, clearing away and pack-down must take place within the booked hire period. All equipment (e.g. tables, chairs & kitchen equipment) should be returned to the storage location. If the Hirer is using party entertainers that involve art or messy play resources, such as face painting, table cloths should be used to protect the tables. Please respect the equipment and supplies stored by other Centre users and do not use unless prior permission has been given. Please take necessary precautions to avoid injury when moving furniture. Cleaning equipment is stored in the cupboard next to the microwave. For safety please clear up spillages immediately.
7. **All rubbish should be taken away by The Hirer and appropriately disposed of. If additional cleaning or waste disposal is required to return the Centre to an acceptable condition then a cleaning charge may be made or taken from the deposit.. If you choose not to take this option, all rubbish must be removed from the common. No rubbish should be disposed of in local bins on the common as this may incur a fine from the council.**
8. The hire of the All Star Tennis Ltd Centre includes the use of the front garden. The hire excludes the use of the All Star Tennis Ltd Office or the ecology garden (back garden) as this is an educational resource used by the All Star Tennis Ltd charity Partners. No indoor equipment is permitted to be used outside or should be removed from the Centre.
9. The Hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by All Star Tennis Ltd.
10. The Hirer shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority, the Local Authority or otherwise during the period of hire.
11. The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises without the consent of All Star Tennis Ltd. Portable Liquefied Propane Gas (LPG) heating appliances may not be used.
12. The Hirer shall ensure that any electrical appliances, e.g. speakers, brought by them to the premises and used there, shall be safe, in good working order, and used in a safe manner.
13. The Hirer shall ensure that no dogs or other animals (including birds) are brought onto the premises, unless agreed in advance with All Star Tennis Ltd. Guide dogs are permitted but owners are requested to clear dog excrement as this can lead to Toxocarasis. The Hirer shall notify All Star Tennis Ltd if guide dogs are to be on the premises.
14. All Star Tennis Ltd accepts no liability for the quality or wholesomeness of any food or drink prepared or served by the hirer or any caterer employed by the hirer on the premises. All Star Tennis Ltd expects all those serving food to comply with the recognized standards of food hygiene.
15. The Hirer shall not use All Star Tennis Ltd for extremist purposes or for disseminating extremist views as required by the terms of our lease and the obligations of Wandsworth Council under the Counter-Terrorism and Security Act 2015
16. The Hirer shall not sublet or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating there to.
17. The Hirer shall indemnify All Star Tennis Ltd in respect of the cost of repair of any damage done to any part of the premises or its contents during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
18. Alcohol is not permitted to be sold or stored on the premises in line with the All Star Tennis Ltd lease. Under the terms of the lease the consumption of alcohol is allowed during adult only activities within the Premises and at no times when young

19. people are present at such activities. 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.
20. All Star Tennis Ltd is available to hire between 8am – 10pm as per the lease agreement. The Centre must be vacated by 10pm. The All Star Tennis Ltd Manager may be onsite.
21. The Hirer acknowledges that no tenancy is intended to be created between All Star Tennis Ltd and The Hirer and no relationship of landlord and tenant exists between them.
22. **HEALTH AND SAFETY:** Adults must supervise the stacking and unstacking of chairs and the putting up of tables in the Centre. When using the tables ensure the diagonal bracket which opens the legs is clicked into place, creating a straight diagonal line. A first aid kit is stored under the sink. Please ensure that the adult named on the hire agreement has read the Fire Instructions poster next to the fire bell prior to the start of the party or event.
23. **INSURANCE:** The Centre is covered for Public Liability claims for physical injury or damage to third parties arising from negligence on behalf of Wandsworth Common All Star Tennis Ltd Limited. The Hirer(s) are required to effect equivalent Public Liability insurance to cover any claims which may arise in relation to its own activities within the Centre.
24. **DISCLAIMER:** Wandsworth Common All Star Tennis Ltd, its agents and servants shall not be liable to The Hirer or to any person using or entering the Centre for personal injury or for damage to, loss or theft of any property brought into the Centre, however it may be caused, unless caused by negligence on the part of Wandsworth Common All Star Tennis Ltd. The user shall indemnify All Star Tennis Ltd, its officers, agents and servants against all claims made by, and liability to, any person in respect of such damage, loss or theft.

9. We'd also like to check if we have your permission to take photos of the Nature Scope while it's in use? These would only be used on our website to help advertise the space for future bookings. All photos would be taken before any event begins, and no children would be included.

We hope you enjoy the use of All Star Tennis Ltd.
The All Star Tennis Ltd Team