



# HILLINGDON

LONDON

**THE STABLES, EASTCOTE HOUSE GARDENS, HIGH ROAD, EASTCOTE, HA5 2FE  
RUISLIP LIDO BOAT HOUSE, RESERVIOR ROAD, RUISLIP, HA4 7TY  
THE WOODLANDS CENTRE, RESERVIOR ROAD, RUISLIP, HA4 7TY**

## **TERMS AND CONDITIONS OF HIRE**

**Please read carefully to ensure that your booking is made correctly**

### **Deposits and Payments**

A sum IN ADDITION to the hire charge is required to cover against damage or other abuse. This sum is refunded after the function if no problems have arisen. A receipt will be issued when the deposit is received. The balance of the basic hire charge shall be paid to the London Borough of Hillingdon [LBH] not later than 28 days before the start of the period of hire. If the balance is not paid by the due date, the council may cancel the hire agreement and the hirer may forfeit the deposit: **Deposit £250.00**

The hirer shall pay additional charges for any excess period in accordance with the LBH scale of charges in force at that time.

Bookings are subject to the charges prevailing at the time the event will take place and not those applying at the time of the provisional booking. Fees and charges are reviewed annually and any new charges will apply from 1<sup>st</sup> April each year.

Deposit cheques should be made payable to London Borough of Hillingdon and sent with any booking forms to:

**The Stables : Site Management Office, Eastcote House Gardens, High Road  
Eastcote, Eastcote, HA5 2FE**

**Ruislip Lido Boat House & Woodlands centre: Green spaces team, Civic Centre,  
High street Uxbridge, Hillingdon, UB8 1UW**

### **Termination**

The LBH reserves the right to terminate a booking if the Green Spaces Team finds that the hirer is using the premises for a purpose other than the one originally booked. Any deposit paid will be forfeited.

Green Spaces Team  
Residents Services  
T.01895 277765  
Civic Centre High street Uxbridge  
UB8 1UW  
[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)  
London Borough of Hillingdon,



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### **Insurance and Indemnity**

It is the hirer's responsibility to arrange their own insurance to cover the cost of the letting in the event of cancellation and for cost of any loss, accidental damage or any other abuse.

### **Accident, Injury or Loss**

The LBH and its staff does not accept any responsibility for any accident, injury or loss of property that may occur to or be sustained by persons using the premises during the period of hire. Hirers are therefore advised to provide their own cover against such an eventuality. In the event of any such accident, injury or loss, this must be reported to the Green Spaces Team immediately. In the case of accident/injury this will be entered in the accident book kept on the premises and the legal requirements on the reporting of accidents and dangerous incidents will be complied with by the Green Spaces Team.

### **Clearing/cleaning**

It is the hirer's responsibility to ensure that the accommodation is left in a clean and tidy condition at the end of the event. All rubbish must be collected/bagged and disposed of at an appropriate off site facility (e.g. the Civic Amenity Site, New Years Green Lane, Harefield, UB9 6LX). The council reserves the right to invoice the hirer any charges for excessive cleaning resulting from the hire.

### **Storage**

The property of the hirer must be removed at the end of the period of hire or by the time and date to be agreed with the Green Spaces Team. The use of council premises for storage of hirer's property can only be undertaken under special arrangements with the Green Spaces Team. The council accepts no responsibility for any property left on the premises after the hire.

### **General**

The venue **must be** vacated at 9.30pm, and also by the time your booking finishes, so please include set up and pack away time in your booking time.

The hirer must not sublet their booking.

All electrical appliances brought into any building must be PAT [Portable Appliance Test] certified.

The hirer must not cause any nuisance to local residents before, during or after the function.

Fire and other exits **MUST** be kept clear at all times.

### **Key allocation**

Unless agreed otherwise, the facility will be opened by a London Borough of Hillingdon representative at a day and time suitable for both parties.

Unless agreed otherwise, the facility will also be locked by a London Borough of Hillingdon representative on completion of the event.



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