



LUOS COMMUNITY HUB AND CAFÉ – APPLICATION AND AGREEMENT FOR REGULAR /GROUP HIRE

Please complete and return to info@livingunderonesun.co.uk / cafe@livingunderonesun.co.uk if you have any questions or need any help please telephone 020 8885 5413.

Hiring during COVID-19

In line with Haringey Council and government guidance on use of community facilities and social distancing, private hire of LUOS Community Hub and Café will be restricted. Please contact LUOS CEO - Leyla Laksari – on the above contact details to discuss changes to hub and cafe hire during this period.

Name of Organisation (whom we would invoice)

Address:

Contact Person/Hirer:

Daytime Telephone Number:

Mobile Telephone Number:

E-mail Address:

How long has the business/organisation been in existence?

What kind of organisation:

Park Group Not for profit Residents Group Faith Group Other
 If 'Other' please state type _____

What do you do? What does the group/organisation do? (e.g. *elders group, fitness class, youth group*).

Do you/the organisation/activity cater for a specific group of people? Please describe. (e.g. *young people, older people, young families, a specific ethnic group*).

Which room /area(s) do you want to hire?

Café Room Green Room Gardens area Play/Game area Changing room Stage Oven

When do you want to hire the space? –tick the days and write in the times

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times							

When do you want to start your Service/Activity?

Length of Service/Activity:

Continuous Term-time only Other If 'Other' please specify _____

How many people do you expect to attend? _____

How many are from the N17 and N15? _____

Don't know

Will the service/group/activity be open to the general public or to local people provided they meet your criteria?

YES NO



Do you charge a membership fee for your course/group/activity? If 'YES' How much do you charge?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Will you be charging per session? If 'YES', how much will that be?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you have a child protection policy	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Are the leaders/workers police/DBS checked?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Will you provide your own first aiders?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Please note we will need to see evidence of the above. Send copy via email or post

Please note, bookings are only confirmed once any relevant insurances, certificates and policies are seen and a holding deposit of £150 has been received by the venue.

The following was agreed:

Weekly amount payable:

Additional notes:

Holding deposit of £150 received on date:

Invoices will be sent out at the beginning of each month for the sessions coming up and payment will be due latest on the 30th of the month. As is a regular booking we need 2 weeks cancellation notice or else you will be charged. You are encouraged to have a backup teacher available

I have read and understood the Conditions of Regular Hire

I have received a Health & Safety Induction

I am going to inform LUOS of any changes such as change of dates, fees by the 10th of the previous month

I have understood that I will promote LUOS Community Hub and Cafe activities and events to my group, e.g. hand out the monthly program at the beginning of the month

Signed: _____ Signed on behalf of LUOS

Date: _____ Date: _____

Please make cheques payable to: Living Under One Sun Ltd (TCC) Posted or delivered to the above LUOS address
For BACS transfer: Name: Living Under One Sun Ltd (TCC) Bank sort code: 08-92-99, Account No: 65491120
The Co-operative Bank PLC



LUOS Notes:

Public liability insurance Professional indemnity insurance Deposit paid
Child protection policy (if relevant) DBS checks (if relevant) Other if any Please specify