



CYP

Copenhagen Youth Project  
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London  
N1 0ST

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## VENUE HIRE AGREEMENT

### Terms & Conditions

**Parking:** Please note there is no parking available.

**Copenhagen Youth Project hires the Hall under the following conditions:**

CYP will provide:

- The Hall in a clean and safe condition.
- Hall Hire £35 per hour plus £100 refundable deposit (provided premises are left as found and hire time adhered to)

**Hirers will be expected to and responsible for:**

- Ensure that the Hall / facilities used are left clean and tidy.  
You are responsible for any loss or damage as a consequence of your activities as a hirer. This includes (but is not restricted to) damage to the premises, fixtures, fittings, furniture and equipment, call-out fees for false fire alarms, and loss of income.  
You are responsible for the actions of people you admit to the centre as part of your booking, or who gain access to the centre because you fail to control access properly.
- Failure to vacate on time will incur the following charges that will be deducted from your deposit for failure to vacate premises on time:

1-15 mins	= £25
16-30mins	= £50
31-45 mins	= £75
46-60 mins	= £100
- Report any damage to the building or equipment to CYP immediately on 07852 259 051.
- Bookings may be terminated on either side by giving 30 days' notice of termination, except in the case of emergencies, when CYP reserves the right to give less notice. CYP also reserves the right to cancel the booking at any time before or during the period of hire in the event of any breach of the hirer's obligations. Cancelled bookings charges are:  
  
Less than 7 days notice 100%  
7-30 days notice 50%  
30 days+ notice 0%
- It is imperative that SUFFICIENT TIME for setting up and clearing away is taken into consideration within the times stated on the hiring agreement. Remember another group could be using the venue immediately before or after the time you have booked!

- CYP space is a completely NO SMOKING facility. Smoking will be detected by the Smoke Alarms, which in turn will set off the Fire Alarm. A charge for resetting the system will be levied to the organiser.
- It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effective by the CYP does not extend to a Hirer's liabilities. The CYP accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises.
- Hirers and their clients are requested to RESPECT other users of the centre, and in particular our local residents in addition to centre staff and volunteers and to behave in an appropriate and tolerant manner at all times.
- Hirers and their clients MUST RESTRICT their use to the room stated on the hiring agreement; even if an area appears to be free, it MUST NOT be used. The reception area is intended as a waiting area only!
- The music room door must be kept unlocked whilst you are using the premises as this leads to the fire exit doors.
- The master controls of the HEATING system should NEVER be touched. An additional charge may be levied to reset the system.
- If you are the last one to leave ensure all doors are locked, premises are left as you found them and all blinds are closed.

**Before your booking starts a member of CYP will:**

1. Show you the locations of the fire exits in the Hall and explain how to use them.
2. Show you the locations of any fire alarms and explain how they are operated.
3. Explain the fire procedure for the Hall.
4. Show you the hall and facilities, kitchen and where to put rubbish, toilets, light switches and fire extinguishers.
5. Give you information about how to contact Council Staff if there is need to do so.
6. Confirm the finishing time of your booking and when you should turn any music off.

### **FIRE EVACUATION INSTRUCTIONS**

These are the general instructions to evacuate the centre in the case of an emergency. Remember to advise your clients/user's of the relevant evacuation process.

**If you discover a fire:** Sound the alarm by breaking one of the Fire Alarm glass panels.

**Dial 999.** Give the telephone number (020 7278 7400) and ask for Fire Brigade.

Say 'Fire at (Copenhagen Youth Project, Naish Court Community Centre, Islington, London N1 0ST)

Answer questions clearly and concisely and do not replace the receiver until they have repeated the address.

**Upon hearing the fire alarm:**

Evacuate the building as quickly as possible making your way to the nearest Fire Exit.

All organisers must ensure that all clients/visitors are escorted safely from the building. Please remember that some of the users could require assistance.

Do not delay, do not waste time collecting personal belongings, do not continue telephone conversations. **ACT QUIETLY AND CALMLY!**

Close, but do not lock doors behind you to contain the fire and prevent it from spreading.

All staff/user's should proceed to the assembly point (opposite side of the road outside the front of the building), where the Organiser's should roll call of the user's, (In/Out Board/Visitor Book). The organiser should confirm that the building is completely evacuated and that everyone is accounted for.

The organiser will liaise with the Fire Brigade and no one should re-enter the building until it has been confirmed that it is safe to do so.