



Burnt Oak Nepalese Samaj

बर्न्टओक नेपाली समाज

London, United Kingdom

Sajha Hall Use – Terms & Conditions

Booking Details:

Name:

Date of event:

Organisation:

Event purpose:

Acknowledgement:

Please read the Terms and Conditions below

- Activities must not take place, unless strictly approved by centre management. Operating hours are set between 9am and 9pm.
- Setting up and tidying away is the responsibility of the user, unless a specific agreement has been made with the management team
- The Hirer shall provide the centre management team with a copy of their DBS check and Child Protection Policy on request.
- All consumable items will not be left and disposed of appropriately in waste collection bins.
- All equipment must be returned to its rightful place and the facility left clean and tidy.
- All bookings must strictly adhere to the slots allocated to each session, unless otherwise agreed
- The booking must adhere to at least one of the set criteria outlined below:
 - Promote social inclusion
 - Promote health and wellbeing initiatives.
 - Provide educational events that contribute to the development and learning of the local community.
 - Provide mental health & wellbeing support.
 - Promote cultural heritage for example nepali language
 - Provide cultural and arts engagement.
 - Provide local networking opportunities for the betterment of the community.

I have read and understood the above Terms and Conditions, the standard terms of use below and agree to comply with these fully. I understand that I am fully responsible for the conduct of all persons attending the centre in connection with the above event I have requested it for.

Signed:

Date:

All utility expenses are covered by the Burnt Oak Nepalese Community (BONC), a non-profit organisation, we greatly appreciate any support or contributions that help sustain our efforts.

Terms of use:

1. Eligibility

The Sajha hall may be used free of charge by individuals or organisations that meet the following criteria:

- The event or activity is non-commercial in nature.
- The event or activity meets all requirements laid out in the approval criteria above.
- The event or activity does not involve commercial transactions.

However, Watling Community Halls are available for hire and can be used for commercial purposes. For enquiries, you can contact them at 145 Orange Hill Road, Edgware HA8 0TR · 020 8959 2259

2. Arrangements for Sajha Use

The Sajha Hall booker, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when a user group is present and for ensuring that all conditions, in these terms are met.

3. Booking Arrangements

To use the Sajha Hall, you must submit a request for booking at least 14 days in advance of the event or activity.

- The booking will be confirmed in writing, and you will be provided with information on how to access the Sajha hall.
- To book recurring events, please visit www.supersaas.co.uk/schedule/sajha-ghar/hall_booking. All bookings are subject to periodic reviews, conducted at least every three months.
- The Sajha hall must be left in the same condition as it was found. Any damage to the Sajha hall or its contents will be the responsibility of the individual or organisation that booked the Sajha hall.
- The Sajha hall must be vacated at the time specified in the booking confirmation.
- The individual or organisation booking the Sajha hall will be responsible for ensuring that all attendees comply with these terms and conditions.
- The individual or organisation booking the Sajha hall will be responsible for the behaviour of all persons using the Sajha hall, whatever their capacity.
- The individual or organisation booking the Sajha hall shall not use the premises for any purpose other than that described in the booking agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.
- The individual or organisation booking the Sajha hall shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.
- The Centre Management Team hold the right to cancel the booking at any time if circumstances require it, or compliance of these terms and conditions are not kept.

4. Hours of Access

Access to the Sajha hall is determined by the time slots booked with the centre management team. Operating hours are from 9am - 9pm.

5. Parking Arrangements

Access to parking is outside and behind the Sajha hall.

6. Management

The centre management team is responsible for the overall management and administration of the Sajha hall.

The team is responsible for a range of tasks, including but not limited to:

- **Hall manager:** Responsible for the day-to-day management of the Sajha hall. This includes ensuring that the facility is properly maintained, all equipment is in good working order, that the building is clean and well-presented and ensuring that events run smoothly and safely.
- **Secretary:** Responsible for coordinating and managing events held in the Sajha hall.
- **Vice chairman:** Responsible for ensuring that the Sajha hall is a safe and secure environment for users. This includes developing and implementing health and safety policies, carrying out risk assessments, and ensuring that all legal requirements are met.
- **Administrator:** Responsible for promoting the Sajha hall to potential users. This includes developing marketing materials, managing social media and other online channels, and building relationships with Sajha groups and organisations.

In short, the centre management team is responsible for all aspects of the Sajha hall's management and administration.

7. Liability and Insurance

The individual or organisation booking the Sajha hall agrees to indemnify and hold harmless the owners of the Sajha hall against any claims, damages, or expenses arising from the use of the Sajha hall.

The 'owners' of the Sajha hall are not liable for any loss or damage to any property or injury to any person that occurs during the use of the Sajha hall.

8. Health and hygiene

The individual or organisation booking the Sajha hall shall, if agreed prior to centre management, ensure food preparation or service, observe all relevant food health and hygiene legislation and regulations.

9. Animals

The individual or organisation booking the Sajha hall shall ensure that no animals except support dogs are brought into the premises. No animals whatsoever are to enter the kitchen at any time.

10. Accidents

The individual or organisation booking the Sajha hall must report all accidents involving injury to the centre management or, failing that, to a member of Watling Sajha Centre as soon as possible. A first aid box is available and accidents must be recorded in the accident log book.

11. Cancellation:

The individual or organisation booking the Sajha hall must notify the centre management team of any cancellations or changes to their event at least 48 hours in advance.

The centre management reserves the right to cancel any event that does not meet the established booking criteria, even on the day of the event, without prior notice. This includes, but is not limited to, events that violate Sajha hall guidelines, exceed the agreed capacity, or pose safety concerns.

12. Childcare Act 2006

The Hirer shall ensure that any activities for children eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable groups Act 2006 and only fit and proper persons who have passed the appropriate Disclosure and Barring Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the centre management team with a copy of their CRB check and Child Protection Policy on request.

13. Fire

Hirers must ensure that all precautions are taken against risk of FIRE and damage to the property. Instructions for smoke/heat alarms/exits/equipment, and what to do in the event of a fire, can be found on the notice board near the hall entrance.

Entrances/ Exits from the premises must be kept free from obstruction and immediately available for instant public exit. The emergency exit illuminated signs remain on permanently.

14. Removal of Rubbish

It is your responsibility to leave the Sajha hall clean and tidy. In particular we ask you to ensure table tops are wiped clean.

15. Furniture

Please stack chairs and tables neatly.

16. Heating and lighting

The heating can be turned off /on by the main switches

17. Consideration for others

Please ask your guests to leave quietly at the close of your event.

18. Use of the recreation facilities

Hirers should be aware that only the hall and adjoining patio may be reserved exclusively for private use; the ground is a WCC facility and may be used at their discretion.

19. Queries and concerns

Please contact info@bonc.org.uk or 07782385117



