

## The Kennington Association Limited

**TO ENQUIRE ABOUT BOOKING A PARTY, PLEASE EMAIL [office@lollardstplay.org.uk](mailto:office@lollardstplay.org.uk). IF YOUR CHOSEN DATE IS AVAILABLE YOU WILL THEN BE ASKED TO FILL IN AND RETURN THIS FORM**

### Conditions of Hire Agreement

**Data Protection:** Signing this form implies that you give permission for us to hold information from the form on manual and computer files. We keep this information for the Kennington Association's purposes only and we will not disclose any details to other people or organisations without your permission. Signing of this booking form implies you have read and understood the Kennington Association's Conditions of Hire for the Use of Building/Resources, and that you agree to keep within the terms of the Agreement. It implies you agree with the aims of the Kennington Association and the values they stand for.

DETAILS OF HIRE	
Start Date	
End Date	
Start Time	
End Time	
Will you be using the fire pit?	
What areas of the playground will you be using? (please mark)	Anna Tapsell Building Prefab Kitchen Small pitch (large is unavailable) Outdoor site, including garden
What playground equipment will you be using? (please mark)  <i>USE OF LSAP EQUIPMENT IS AT RISK OF HIRING PARTY</i>	Boarder swings Zipline Swings below coloured roof Wooden structure Slides Boat
Estimated number adults attending	
Estimated number children attending	
<b>Methods of paying</b>	
Payment for the hiring of the site must be received before the day of the session. Cheques can be made out to – The Kennington Association Ltd. BACs payments- The Kennington Association Ltd, Acc no.- 12887434, Sort Code- 230580 (please reference the name of the booker on your payment)	

## DETAILS OF HIRE

I am paying by bank transfer

I enclose cash or cheque

### Fees

- The playground, pitch and the building are available to hire for children's events at a cost of £65.00 per hour, for this type of event should be for a minimum of three hours. The deposit is due upon confirmation of the booking, the hire fee is due at least 7 days before the event takes place.

### Deposit

- In addition to the fee we will ask you to provide a refundable deposit of £100.
- This provides The Kennington Association with a minimal level of protection against loss, damage or additional expense. This deposit is fully refundable, provided that all the conditions of this agreement are met by the hirers and their guests.
- Your liability is not limited to the value of the deposit in cases of loss, theft or damage to The Kennington Association's property, misuse of the telephone, or unauthorised use of the building. The deposit amount will be returned to you (less any deductions) by cheque/or cash, in the week following your use of the premises.
- You will be notified of any problems and proposed deductions as soon as possible and will be given the opportunity to discuss this with the Director or Board Treasurer before we return your deposit. We give you 30 minutes before the start of your event hire time to set up only (included in the price of hire).
- Deductions from the deposit will be made under the following circumstances and at the following rates: If you do not vacate the premises at all other agreed times (up to £100). If you do not leave the premises clean/tidy to the standard in which they were found (up to £100). If you use Lollard Street Adventure Playground facilities/materials which are not specified in the agreement (up to £100). If you use the centre for purposes other than those stated in the agreement (not limited to the amount of the deposit). If you make any unauthorised charge for use of the building and facilities (not limited to the amount of the deposit). Damage to and/or theft of LSAP/KA property (charged at replacement cost, not limited to the amount of the deposit).

### Issues on the day of event

- If you are late or encountering issues with access, call 07473 09275.

### Cancellation fee/Refund

- If the service is not provided, The Kennington Association will refund you the hire fee or offer a credit against the cost of a future hire.
- If you cancel the agreement, we can offer a partial refund, as follows: Cancellation with at least 7 days notice before the event/session: we will issue a full refund of the hire fees less a £25 administration charge  
Cancellation with less than 7 days notice: we will issue up to 50% refund of hire fees, less a £25 administration charge

### Complaints and compliments

- We welcome your feedback, both positive and negative! We operate a complaints procedure to deal with any concerns. Please try to resolve them at the time informally with the LSAP/KA staff member you are dealing with. If you continue to have concerns please contact the Director, Faith Taylor on 020 7793 9592 or 07473 092755. She will tell you more about how to make a formal complaint.

# **Lollard Street Adventure Playground**

## **Conditions of Hire**

Thank you for hiring Lollard Street Adventure Playground. The playground and the building are available to hire for children's events at a cost of £65.00 per hour, for a minimum of three hours, on condition that:

1. Children under six years of age must always be supervised by an adult.
2. All children will be supervised by their parents or carers.
3. A staff member will be present to open the site and lock it at the end of the session, but that person will not be responsible for the supervision of the event or for the safety of the children using the structures and equipment.
4. The Kennington Association has no liability for the health and safety of children or adults hiring the site and premises.
5. No dogs or other animals are allowed on site.
6. No smoking or alcohol anywhere on the site or in the buildings or storage containers.
7. Both main gates to the site must be kept free of cars and other vehicles in order to facilitate the use of emergency vehicles
8. At the end of your session please tidy up and replace equipment you have used, so that the site is left in the same condition that you found it. Cleaning products can be found in the kitchen and store cupboard. The staff member will show you where everything is.

Please be aware that the adventure playground is designed to provide risky and adventurous play for children over six years old. Hirers must be vigilant in watching children using the structures and the equipment.

Whilst hirers are welcome to use all the kitchen equipment, it is not advised that children go into the kitchen unsupervised.

The staff member will be First Aid trained and can offer first aid if needed.

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Please sign below that you accept full responsibility for the behaviour, safety and wellbeing of the children and adults who will be attending your function.

Signed:

Date:

**The Kennington Association is a registered charity- No. 1161070**