



tel: 020 8571 68888

mael gael

multicultural community project
education, health, welfare and employment



info@maelgael.org

Norwood Hall, Norwood Green Road , Southall, Middlesex. UB2 4LA.

Organisation Name _____

Contact Name _____

Address _____

Post Code _____

email _____

Contact Number _____ Date _____

Reason for Hire _____

Room Type _____ Date Required _____

Time from _____ Time to _____ Total Hrs _____

Single Use Daily Weekly Monthly Annually

Room Cost _____

Deposit (returnable) _____

PA System £25/2hrs _____

Overhead Projector £20/2hrs _____

WiFi _____

Discount _____

Total Payable _____

I have read and accept the terms and conditions set out overleaf and agree to pay the above to Mael Gael for any losses or damages incurred during this hire period caused by the hire party or organisation.

Signature _____

Print Name _____

Title _____

Address _____

Post Code _____

email _____

Contact Number _____ Date _____

Norwood Hall Room Hire

Room Type	Capacity	Hourly Charge	Deposit
Main Hall	90	£75	£150
First Floor Room # 1	50	£45	£80
Second Floor - 40	40	£35	£70
Second Floor - 25	25	£30	£60
Second Floor - 4	4	£20	£40
Third Floor Fully Equipped Computer Training Room	Please Call		

Notes:

For Lettings of 3 to 5 Hours 10% discount will apply

For letting of 5 to 8 hours 15% discount will apply

Please call to discuss regular weekly and monthly use

Rooms can be booked for 3 months at a time

Screen and Overhead Projector hire £20/2hrs

PA System hire £25/2hrs

Terms, Conditions and Regulations for Hire

1. The hall will be opened by a member of the staff, unless agreed otherwise.
2. The hire is let on the understanding that any member of staff has the right of entry at any time to the area hired.
3. The times booked should be adhered to at all times or further charges will be applied.
4. Should the member of staff that opens the hire, before the function or hire commences, be of the opinion that it is likely to prove of an objectionable and undesirable character, they have the full power to cancel the booking, return the hire fees and not to be liable to pay any compensation.
5. Regular hirers must pay monthly in advance. A non refundable deposit as stated is payable for all other bookings and the balance must be paid 2 weeks prior to the day of the function.
6. A security bond of £50 may be payable at the time of booking (at the hire discretion) and this will only be refundable on satisfied inspection of the area used after the event.
7. Damage – The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building in the event that unnecessary mess is caused. In event of this the security bond if applied may be held back to cover these costs.
8. Conduct – The hirer will be responsible for the proper conduct of persons using the hire.
9. Loss of property – The hire does not accept responsibility or liability for any damage or loss of property of things that are placed and left upon the premises whilst the hire is being hired.
10. Fire Risks – The hirer should make themselves familiar with the fire procedures for the hire and inform hire staff at the time of booking of any factor which involves extra fire risks.
11. Indemnity – The hirer shall indemnify the hire against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon hire property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.
12. The hired room foyer and toilets is the only area to be used by the hirer and accepts all other rooms will be either locked or classed as out of bounds unless a request is made.
13. Gambling of any kind is strictly prohibited.
14. Groups – All groups working with young and old people should have their own insurance and staff checks e.g. CRB checks. The hire takes no responsibility for this and recommends if unsure you seek appropriate advice.
15. The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsibility during the hire period.
16. The possession and use of alcohol, illegal drugs and the use of smoking products are prohibited in the halls and grounds of Norwood Hall.
17. Possession and consumption of non-vegetarian food is prohibited.