



Get
20%
Off

Your Perfect Event, Starts Here!

Located in Hackney, in the heart of East London, our flexible meetings and event spaces can accommodate a host of different uses from solo working to group meetings, training events and workshops. We welcome one-off and recurring bookings.

Adaptable Rooms for Every Need

Training, Workshops, & Events

Team Meetings & Group Sessions

Book by the Hour, Day, or Week!

Book Now!



Phone
0203 815 4100



Website
www.peterbedford.org.uk



Room Description:

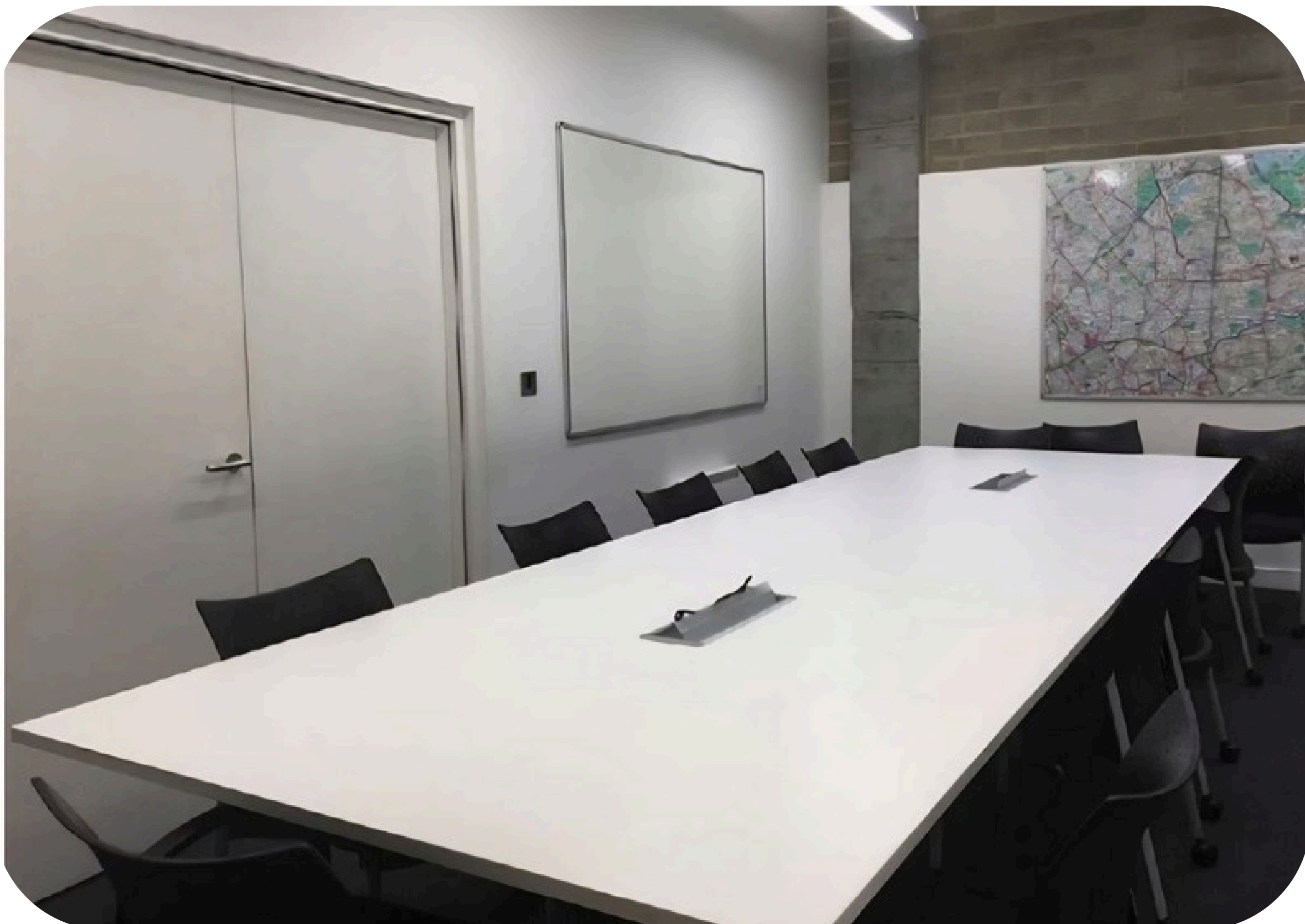
Greenwood, Forest and Fairmead

**Small Meeting Rooms
2 or 4 person meeting room**

Room Description:

Thornhill

**12 person board room table
with screen and printer access**



Room Description:

Michael Sorensen 1

Seated with tables

15

Seated in rows

20

Standing

20

*****Training suite with tables and meeting room with printer and screen.**



Room Description:

Michael Sorensen 2

Seated with tables

15

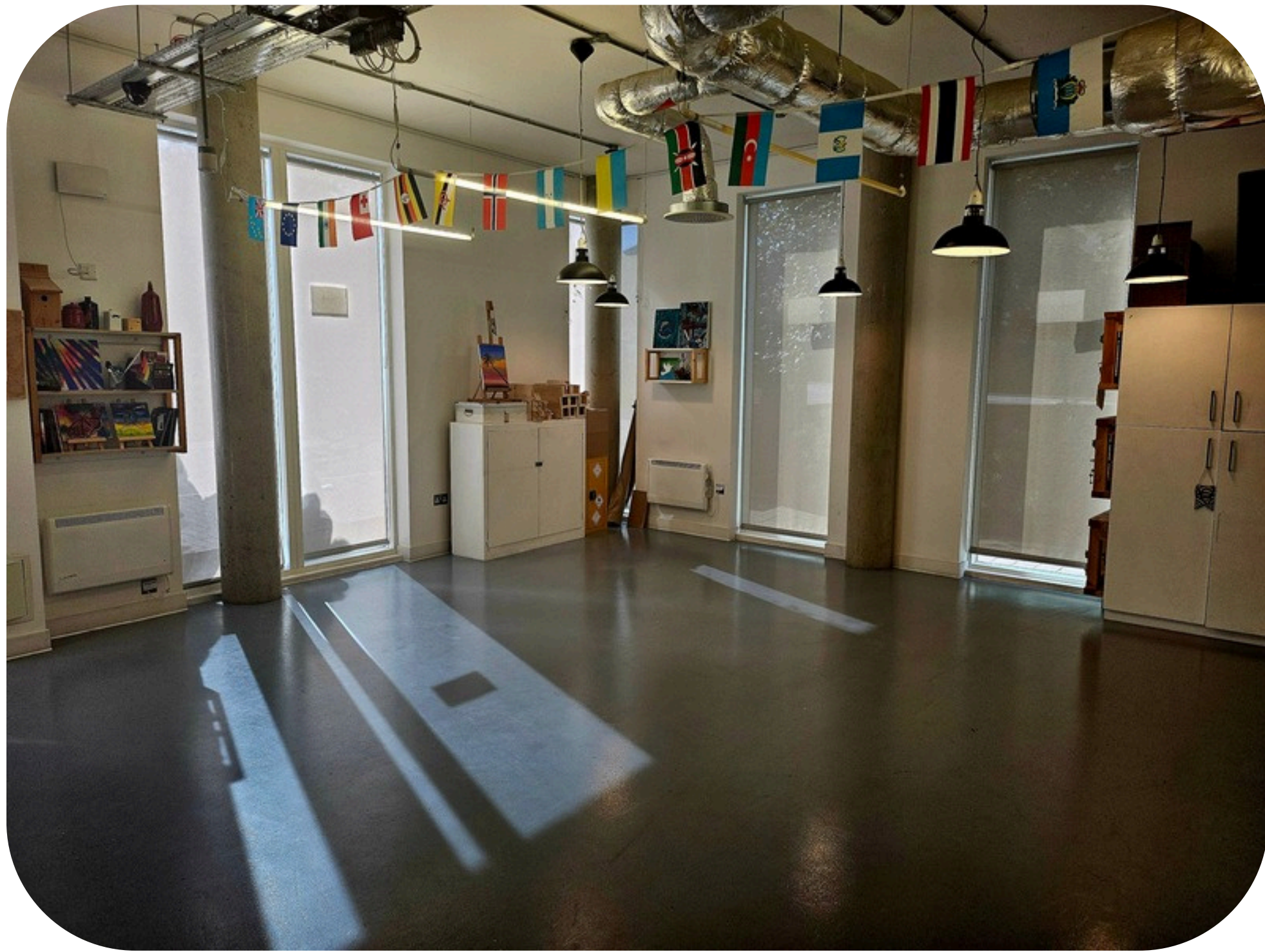
Seated in rows

20

******Michael Sorensen 1 & 2 can be opened up by releasing room dividers to create a bigger training suite of conference space.**

40 person training suite and meeting room with printer, screen and interactive Smartboard.





Room Description:

**Make & Meet Space
(Multi-use art's and event
space)**

Seated with tables

15-20

Seated in rows

20-25

Standing

25- 30



TERMS AND CONDITIONS OF HIRE:

PETER BEDFORD HOUSING ASSOCIATION

This Agreement constituting the Room Hire Booking Form, these Terms and Conditions and the Health and Safety Information is made between the Hirer and Peter Bedford Housing Association. The parties agree that the hiring will be carried out in accordance with this Agreement.

1. Definitions and Interpretations

- 1.1 PBHA – means Peter Bedford Housing Association, Kingsland Hub, 242-248 Kingsland Road, London, E8 4DG.
- 1.2 The Hirer – means the person or organisation as set out on the Room Hire Booking Form.
- 1.3 The Premises – means Kingsland Hub, 242-248 Kingsland Road, London, E8 4DG and/or The Workshop, 83A Geffrye Street, London, E2 8JA
- 1.4 Total Amount Due – means the total amount that the Hirer is required to pay to PBHA as set out on the Room Hire Booking Form.

2. Booking

- 2.1 The Hirer may submit his Room Hire Booking Form electronically however; the Hirer's booking will only be accepted upon receipt of a signed Room Hire Booking Form.

3. Use of Premises

- 3.1 The Hirer shall not use the Premises for any purpose other than that described on the Room Hire Booking Form and shall not sub-hire or use
- 3.2 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 on the premises.

4. Licences

- 4.1 The Hirer shall be responsible for obtaining any licences and for completing any returns that may be required by the Performing Rights Society, Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other similar bodies in connection with the hiring and the Hirer shall indemnify PBHA against the consequences for the Hirer's failure to do so.

5. Gaming, Betting and Lotteries

- 5.1 The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention of the law relating to gaming, betting and lotteries.

6. Public Safety Compliance

- 6.1 The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority, the Local Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays.

7. Electrical Appliance Safety

- 7.1 The Hirer shall ensure that any electrical appliances brought by the Hirer to the Premises and used there shall be safe and in good working order, and used in a safe manner and have been tested in accordance with current safety testing requirements.

8. Alterations

- 8.1 The Hirer must not make any alteration to the Premises or any other part of PBHA without the prior written consent of PBHA.

9. Food and Drink

- 9.1 The Hirer shall not be allowed to sell food on any PBHA property
- 9.2 The Hirer shall if preparing, or serving food observe all relevant food and hygiene legislation and regulations.
- 9.3 Should the Hirer wish to use caterers on the Premises during the event then the Hirer must ensure that the caterers comply with all health and hygiene legislations and regulations.

10. Animals

- 10.1 The Hirer shall ensure that no animals, except assistance dogs are brought onto the Premises other than with the prior written consent of PBHA.

11. General Regulations

- 11.1 The Hirer shall ensure that the following conditions are adhered to in full
 - 11.1.1 No preparation may be applied to the floors
 - 11.1.2 No interference with any equipment, books or any other materials without prior written consent from PBHA.
 - 11.1.3 No interference with the heating system.

12. Nuisance

- 12.1 The Hirer must not do or allow anyone attending their hiring to do anything on the Premises which is or may become a nuisance to PBHA or other hirers or to the occupiers of adjoining or neighbouring premises. The Hirer shall be responsible for requiring any person causing such a nuisance to leave the Premises and the rest of PBHA's properties'. It is the Hirer's responsibility to ensure that the minimum of noise is made on arrival and departure.

13. Regulated Activities

- 13.1 Where the hirer wishes to use the Premises for a purpose which involves a regulated activity as described by the Safeguarding of Vulnerable Groups Act 2006 the PBHA will require the Hirer to provide evidence that the necessary DBS or any other appropriate checks have been carried out on all persons.

- 13.2 If for any reason PBHA are not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any of the Total Amount Due (including any deposit paid).

14. Sale of Goods

- 14.1 The Hirer must not use the Premises for any auction sale, trade, business or manufacture without the written agreement of PBHA or for any illegal or immoral act or purpose and PBHA reserves the right to cancel with immediate effect any hiring where such use is taking or is intended to take place without refund of the Total Amount Due paid (including any deposit paid).

15. Unfit for Use

- 15.1 PBHA may cancel any hiring if the Premises or any of PHBA's building are rendered unfit or become unavailable due to unforeseen circumstances or are required for PBHA use or are required for use as a Polling Station for a Parliamentary or Local Government election or by-election and there shall be no liability to the Hirer other than to refund any of the Total Amount Due (including any deposit paid) for the cancelled hiring.

16. Refusal of Booking

16.1 The Premises shall not be hired to any individual, group or organisation that harbour racist, sexist, homophobic or xenophobic sympathies; or an ideology that does not comply with the ethos of PBHA.

16.2 PBHA may cancel any hiring if in its opinion the hiring organisation for which the Premises are hired has racist, sexist, homophobic or xenophobic sympathies, regardless of the stated reason for hiring the building. In such an event PBHA shall incur no liability to the Hirer whatsoever, other than the return of any of the Total Amount Due that has been paid by him in respect of such cancelled hiring.

17. End of Hire

17.1 The Hirer shall ensure that the Premises are vacated at the time specified on the Room Hire Booking Form. In the event that the Hirer and his party have not vacated the Premises or any of the PBHA buildings by the time stated then PBHA, at its discretion, make an additional charge.

17.2 The Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, if this condition is not complied with then PBHA shall, at its discretion, make an additional charge.

18. Payment and Total Amount Due

18.1 The details of the Total Amount Due are set out on the Room Hire Booking Form.

18.2 On receipt of the signed Room Hire Booking Form confirmation of the booking will be sent by PBHA. The Hirer shall pay the balance not less than 1 day before the hiring is to take place. Cheques should be made payable to 'Peter Bedford Housing Association', Kingsland Hub 242-248 Kingsland Road, London, E8 4DG.

18.3 If payment is not made in accordance with this clause 18 or if any other terms of this Agreement are not complied with then PBHA reserve the right to cancel the booking. Any amount paid by the Hirer will not be refunded.

19. Insurance

19.1 During the period of hiring, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Premises and shall indemnify PBHA from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the course of or caused as a result of the hiring except where due to the negligence of PBHA or their respective servants or agents.

20. Cancellation

20.1 The Hirer must give PBHA at least 10 days' notice of its wish to cancel the booking. If such notice is given to PBHA the Total Amount Due less the deposit paid shall be refunded to the Hirer.

20.2 If a booking is made more than 10 days prior to the date that the Premises are required and the Hirer cancels the booking without giving 10 days' prior written notice then the Hirer may at its sole discretion refund 50% or the Total Amount Due less the deposit paid.

20.3 If a booking is made less than 10 days prior to the date that the Premises are required and the Hirer cancels the booking then PBHA will not be liable to refund any monies to the Hirer.

21. Health & Safety

21.1 The Hirer acknowledges that they have been provided with a copy of the risk assessment for the Premises. If the Hirer for any reason considers that the risk assessment document requires any amendment to reflect the Hirers proposed use of the Premises the Hirer must make PBHA aware and provide PBHA details in writing of the Necessary amendments.

21.2 The Hirer agrees to comply with the terms set out in the Health and Safety Information document.

21.3 The Hirer acknowledges that they are familiar with the following:

- a) Fire alarm points
- b) Fire evacuation procedures, routes, refuge points and assembly points
- c) Panic buttons
- d) Location of telephones
- e) Location of first-aid kits
- f) Location of accident reporting book

21.4 In accordance with the Premises' fire evacuation plan the Hirer is required to:

- a) Keep a register of people in the Premises and people who leave the Premises early
- b) Familiarise all participants with the position of a telephone, fire alarm point, panic button, fire evacuation routes, fire refuge points and fire assembly point
- c) Ensure that all necessary arrangements have been made to evacuate wheelchair bound participants from the building or to the fire refuge point
- d) Comply with the internal reporting procedures of the Premises which PBHA will inform the Hirer of on the date of Hiring

21.5 The Hirer is advised to carry out a practice evacuation of the Premises to highlight any points for concern.

22. Data Protection

22.1 Personal data supplied on the Room Hire Booking Form will be held on computer and will be used in accordance with the Data Protection Act 1998 for statistical analysis, management, planning and in the provision of services by PBHA and its partners. The Hirer's data will not be used for any marketing purposes.

23. General Terms

23.1 If an provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in force and effect, and such invalid or unenforceable provisions or portion thereof shall be deemed omitted.

23.2 No term of this agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to this agreement, but this does not affect any right or remedy of a third party which exists or is available apart from under that act.

23.3 This Agreement will be governed by and interpreted in accordance with the laws of England and the English courts shall have exclusive jurisdiction with respect to any dispute arising under this Agreement