

Glamis Estate Residents' Hall - Terms and Conditions of Hire & Receipt

This is a legally binding contract. Failure to adhere to any of the clauses listed below by the Hirer, their agents, employees, volunteers or any event attendees, may result in your entire £350 security deposit being retained. Any losses incurred above £350 may be recouped via legal means.

- (1) **Minimum Age of hirer** – The Glamis Hall can only be hired to persons over the age of 25.
- (2) **Hall Capacity 100 Max** - Please note that the hall capacity is 100 people maximum, this is too conform to fire regulations and insurance terms, and also to protect the interests of the Glamis Estate
- (3) **Shared Access Ramp & Courtyard** – Please note access ramp the courtyard directly outside the main entrance are not part of hall hire, as they are shared with residents and other organisations. Please ensure that attendees of your event do not use these areas for anything other than entry and exit. They must not congregate in the courtyard nor cause an obstruction the others attempting to gain access, and leave in a quiet and orderly manner.
- (4) **Check-In & Check-Out Times and expected Condition**– Check-in time is 14:00 and your event must end at 23:00, with all guests vacated by midnight. The check out time is 10:00 the following morning to allow you reasonable time to view the hall during the daylight and ensure that it is in a suitable condition and ready for the check-out inspection. We have provided a Checklist on page 2 which we will go through upon check-in to ensure that the hall is handed over to you in a satisfactory condition. Please use this as a guide as we will repeat at check-out, prior to returning your deposit – If the hall is handed back in an unacceptable condition, your deposit will be retained (to cover cleaning fees, staff costs, returning hall furniture back to correct locations and a late penalty, etc.
- (5) **Hall Keys** – The Hall Booker will confirm hall keys collection and handover times & dates with the hirer prior to collection. Loss of Hall Keys will result in forfeiture of the full deposit (to cover replacement costs of locks and keys)
- (6) **Waste Disposal (Rubbish & Recycling)** – All rubbish and recycling must be moved from the Glamis hall before locking up and must not be stored overnight, as it attracts vermin. It must be correctly bagged and disposed of correctly using the bins on the north side of the Gordon House carpark on Glamis Rd. Please check the purple recycling bins for up to date rules regarding recycling as these may change frequently. Please note that the GRA does not provide guests with additional bin bag, you will need provided additional bin liners for your event
- (7) **Smoking Policy** - It is a criminal offence to smoke within the Glamis Estate, including the Glamis Hall, the shared access slope and courtyard. Anyone found in breach of this may be liable to forfeit their security deposit. The hirer must also ensure that their guests are aware of this and comply fully. If LBTH ASB Enforcement are contacted due to smoking in prohibited areas, your deposit will be held back retained by the GRA and will be at risk or lost entirely
- (8) **Fire Exits** – All fire exits must be kept clear from obstructions at all times and only used in an emergency.
- (9) **Payments / Charges** – The hall charges are: - £350.00 per day or £500 for 2 consecutive days (the first being for prep). The hire charge should be transferred into the GRA's account direct a minimum of 28 days prior to the date of your event. The reference should be event date and your surname. A receipt will always be provided. Terms & Conditions must be agreed & signed prior to bookings.
- (10) **Security Deposit** – A Deposit of £350.00 is required to secure all bookings. A receipt will always be provided. In the event that your deposit is not returned after checkout, you receive an email within 7 calendar days listing the justification with any applicable breakdown. Should you dispute this, you have 7 calendar days to respond. This will then be passed to the Trustees to make a final decision, which will be communicated within 7 calendar days.
- (11) **Cancellation & Return of Security Deposit Policy** –
 - Cancellation notice not less than 28 full calendar days prior to booking = 100% deposit refunded
 - Cancellation notice not less than 21 full calendar days prior to booking = 50% deposit refunded
 - Cancellation notice of less than 21 days = 100% of deposit retained by GRA
- (12) **Music & Noise Limit Policy** – All music must terminate at 23:00, and event attendees must have vacated in a quiet and orderly fashion by 00:00. Any hall hirers found playing music after 23:00 will forfeit their entire security deposit. Local residents may also call the Police and/or LBTH Council. Power sockets are on a timer, which may be set for 23:00.
- (13) **Security Cameras** – We may have security cameras all the main entrance and emergency exit for the protection of the Hall, guests and residents. Please advise if you'd like to see data retention policy.
- (14) **Alcohol & Event Ticket Sales** – Due to licensing restrictions, alcohol and event tickets must not be sold in the hall.
- (15) **Personal Possessions** - Please ensure that guests take care of their belongings, as the GRA are not responsible for loss or damage to guests' personal possessions.
- (16) **Damage & Losses** - The GRA reserves the right to claim any damages and/or losses (including theft) from the security deposit. If necessary, any losses above and beyond £350.00 deposit will be recouped legally.
- (17) **Audio Equipment** - The speakers within the hall are not part of the hall hire, and must not be used.
- (18) **Helium Balloons** – These are prohibited as they become tangled I the ceiling fans.
- (19) **Bouncy Castles** – These may not be used within or outside of the hall without prior permission
- (20) **Hall decorations** – Please ensure that Nails and staples are not used when decorating the hall. All decorations and wall adhesives must be removed after your event. If any items remain, of damaged has been caused we may retain your deposit to cover removal and/or repairs.
- (21) **The GRA Management reserve the right to enter the hall at any time to ensure that the above terms and conditions are adhered to and the GRA Chair's decision will be final on any disputes regarding your booking.**

Glamis Estate Residents' Association (GRA) (Registered Charity No. 1148565)

<https://www.glamishall.com/>

The Glamis Residents' Hall, 414 Cable Street, London, E1 0AF
Hall Hire Contact details – 07565 443541 & glamisresidentshall@gmail.com
GRA Contact - 07956124401– Updated 4th of November 2025

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Date of hire.....Check-in Time.....Check-out Time.....Name of Hirer

Event/Function type.....How did you find us?

Address of Hirer

.....Contact Number.....

By signing this document, I (the undersigned) agree to these terms and conditions and that my deposit may be at risk, and I am responsible for any further costs should the clauses listed above be breached by my event: -

PRINT NAMESIGNATURE.....

Check list completed at the beginning of your booking and upon check-out

Check –In	Action	Check- Out
	<i>Rubbish & recycling Gordon House Carpark – Show & check condition</i>	
	<i>Shared areas - within the estate boundary & immediately adjacent – Check for rubbish</i>	
	<i>Check foyer and Ladies & Gents are clean & tidy</i>	
	<i>All floors – Check swept and moped clean</i>	
	<i>Tables & chairs – All clean and returned to correct location in Hall</i>	
	<i>Kitchen – Clean & tidy</i>	
	<i>Bar– Clean & tidy</i>	

Receipt of Payment(s) to GRA

GRA Bank details (hire charge only): - The Glamis Residents' Assoc – A/C No. - 01157653 – SC - 30-92-21 – Ref - Your event date and surname

Date of payment(s).....Deposit received (Cash only) £.....

Payment received £.....Outstanding balance (if any) £.....

Name of payee (if different to hirer).....

Address of payee (if different to hirer).....

.....Signature of payee.....

Name of GRA recipient.....Signature

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