

BARNET MULTICULTURAL COMMUNITY CENTRE (BMCC)

Algernon Road, Hendon, London, NW4 3TA

Tel: 020 8202 3794

Barnet Multicultural Community Centre (BMCC) offers good facilities for any occasion from conferences, weddings, exhibitions to business meetings.

Car park: 17 car spaces, 3 disabled parking spaces and a space for a mobility minibus.

Nearest Station: Hendon Station (Thameslink) where buses 83 and 183 stop, Hendon Central Underground (10min walk)

The halls and rooms are available for hire throughout the week from 8am until the following times subject to availability and conditions: Monday to Thursday 10pm; Friday to Saturday 11.30pm; Sunday 8pm

The venue opening and closing times are strict and cannot be extended under any circumstances.

Facilities and Hire Charges

Ground Floor

Large Hall: Seating capacity 200

Small Hall: Seating capacity 50

Sprung wooden floor in both halls

Hall Furniture:

Folding tables: 29 (L152 x W76 x H76 cm)

Standing tables: 16 (L120 x W75 x H70 cm)

Plastic Moulded chairs: 180 (approx.)

Main Kitchen: Used only for warming up food not cooking.

A large fridge freezer is available.

Cutlery, crockery and plastic bags not provided.

First Floor

Room 1: Seating capacity 12 - 20

Room 2: Seating capacity 10 - 12

Both rooms are carpeted and have padded chairs.

Weekend Hire Charges

Weekend rates apply Friday, Saturday and Sunday

	Min Hire	Min charge	Extra Hours
Large Hall	5 hrs	£350	£60/hr
(With free use of the small hall & kitchen. The small hall is not available for separate hire)			
Room 1	3 hrs	£35	£12/hr
Room 2	3 hrs	£35	£12/hr

Weekday Hire Charges

Weekday rates apply Monday to Thursday

	Min Hire	Min charge	Extra Hours
Large Hall	2 hrs	£80	£30/hr
Small Hall	2 hrs	£50	£20/hr
Room 1	2 hrs	£25	£12/hr
Room 2	2 hrs	£25	£12/hr

Prices are subject to review by the Board of Trustees.

Affected bookings will be given 28 days notice.

Making a Booking

You are advised to phone BMCC Reception to find out about availability for a booking.

Provisional Bookings: these can be made by telephone on a first come first serve basis. Where possible a provisional booking will be held for a maximum of 5 working days.

Confirmed Bookings: a booking can only be confirmed by submitting a completed booking form accompanied by a £200 (cash or cheque) refundable deposit. The full hire cost should be paid no less than 28 days before your event date.

Deposit: This is refundable subject to meeting the Conditions of Hire (overleaf). The conditions of hire have been produced to assist you with the smooth running of your event. Please take the time to read them carefully.

Cancellation charges: 25% of the hire charge for cancelling between 8 and 28 days of your event
100% of hire charge for cancelling within 0 and 7 days of your event

Centre Reception Opening Times

Monday to Friday 9:30am - 5:00pm

Telephone No: 020 8202 3794

Conditions of Hire

1. Booking and Payment
 - 1.1 To confirm, submit a signed completed booking form together with a £200 deposit to the Reception (Cash or Cheques payable to BMCC)
 - 1.2 The deposit is mandatory and SEPARATE from the hire cost. It will be returned 14 – 28 days after your event providing that none of the Conditions of Hire have been broken
 - 1.3 Cancellations within 28 days of your event will incur a cancellation fee of 25% of the hire cost, cancellation within 7 days will incur a cancellation fee of 100% of the hire cost
 - 1.4 Full hire charges should be paid no less than 28 days prior to the event, non-payment will be taken as cancellation thereby incurring 25% cancellation fee
 - 1.5 BMCC reserves the right to cancel a booking giving 28 days notice
 - 1.6 Prices are subject to change and cannot be guaranteed
2. Event Timings
 - 2.1 You must allow time for setup and cleaning in your booking times. It is your responsibility to clean up after your event
 - 2.2 Events must start and finish strictly according to the times you have booked. DO NOT ARRIVE EARLIER or FINISH LATER because you will lose your deposit
 - 2.3 You must ensure all guests leave the premises and car park promptly by your booking end time
 - 2.4 For events booked on Monday to Thursday until 10pm, you must clean and vacate by 10pm SHARP
 - 2.5 For events booked on Friday or Saturday until 11.30pm, music must be switched off by 11pm, you must clean and vacate the building by 11.30pm SHARP
 - 2.6 For events booked on Sunday until 8pm, you must clean and vacate by 8pm SHARP
3. Use of the Facilities
 - 3.1 The person responsible for the event MUST be the first to arrive and the last to leave and must meet the Caretaker at the start AND end of your event
 - 3.2 On arrival the person responsible must show the caretaker the invoice. The caretaker will brief them on Health, Safety and Fire Regulations. Please follow the instructions carefully
 - 3.3 The person responsible throughout the event must be available at ALL times in the premises during your booking
 - 3.4 The caretaker must have full access to all areas at all times
 - 3.5 You are responsible for the behaviour of your guests. You will lose your deposit if there is any kind of damage or disturbance anywhere on the premises. You must pay for any loss incurred
 - 3.6 If you are having an entertainment event for which you are selling tickets you MUST complete an EN1 form (ask BMCC Reception). A £20 fee will apply
 - 3.7 Illegal substances are prohibited throughout the premises including the car park, offenders will be prosecuted
 - 3.8 You are responsible for ensuring that your guests enter only the areas booked. Children must be well supervised at ALL times
 - 3.9 The kitchen may only be used for heating/warming up food, NOT for cooking
- 3.10 Please DO NOT drag tables or chairs across the floors
- 3.11 Decorations must NOT be put up using substances that will damage or leave marks on the walls or any surface. NO selotape or glitter is allowed on walls, tables or doors
- 3.12 The rooms on the first floor are reserved for training programmes and meetings, NOT for social functions. Food or drinks are not allowed on the first floor
- 3.13 We are not liable for any loss/damage to your property anywhere on our premises including the car park. Please ensure you remove all your equipment and personal belongings when you leave
- 3.14 You must leave the Facilities in as good a condition as you found them, bring adequate cleaning materials and bin bags. All refuse must be placed in bags and put into the large bins outside in car park
- 3.15 For early finishes, the person responsible for your event must not leave the premises until they have met the caretaker
- 3.16 At the end of the event, if none of the Conditions of Hire have been broken, the Caretaker will return your invoice
4. Environment, Health and Safety
 - 4.1 Smoking is prohibited inside the building, a Fire Alarm system with smoke detectors is in place
 - 4.2 Smoke machines or such are NOT allowed to be used inside the building
 - 4.3 DO NOT tamper with any fire equipment and ensure that there are no false fire alarms
 - 4.4 All halls and front corridors have Emergency exits, you must ensure that these exits remain fully accessible at ALL times. The Escape route from the halls must always be CLEAR of obstruction at ALL times.
 - 4.5 In the event of a fire, activate the nearest fire alarm, ring the fire brigade on 999 and vacate the building immediately. Fire instructions are posted around the building, please follow them carefully
 - 4.6 Music or sound amplification devices in the hall should not be audible outside by neighbouring properties. All doors should remain closed to contain noise. Car park noise should be kept low at all times
 - 4.7 You are responsible for all electrical and mechanical equipment being brought onto the premises, all equipment should meet the relevant current safety standards and regulations
 - 4.8 Please use the RCD sockets in the hall to plug in any electrical equipment
 - 4.9 Parking: Please park cars in designated bays only. The front entrance must be accessible for Emergency services vehicles at all times.
In addition to BMCC's 20 parking spaces, a further 66 are available in Perryfield Way Pay and Display car park (5 minutes walk). Parking is at your own risk. There is Limited parking in local roads, please check restriction signs. Please park considerately so as not to cause congestion, noise and inconvenience to the local residents.



BMCC actively promotes the use of public transport and 'car sharing' – helping to reduce CO₂ emissions, traffic congestion, parking problems as well as save money

Abuse of staff will NOT BE TOLERATED, OFFENDERS WILL BE PROSECUTED

You will **LOSE YOUR DEPOSIT** if any Conditions of Hire are broken (determined by the Caretaker)

The Centre does not accept liability for damage to, or loss of property, or personal injury not caused by proven negligence of the Centre.

Office Use Only	Invoice No:		Deposit Type:		Deposit Returned Number	
-----------------	-------------	--	---------------	--	-------------------------	--

Booking Form

Please complete using BLOCK CAPITAL letters and black or blue ink. Fields marked with * are mandatory.

Contact Details

* Hirer's Name: _____
 (The refund deposit cheque will be made payable to this name)

* Person Responsible throughout the Event: _____
 (if different from Hirer)

* Full Postal Address: _____
 _____ * Postcode: _____

* Contact Number: _____ Fax/Mobile No: _____

How did you hear about us? _____

Event Details

Is this an entertainment event for which you are selling tickets? (Please tick as appropriate)

No Please state type of event:

Yes Please fill in Form EN1 (ask at Reception for this form)

Weekend Facilities - please tick
 Weekend rates start from Friday to Sunday

Weekday Facilities - please tick
 Weekday rates are for Monday to Thursday

	Min Hire	Min charge	Extra Hours	Required (please tick)
Large & Small Hall	5 hrs	£350	£60/hr	
Room 1	3 hrs	£35	£12/hr	
Room 2	3 hrs	£35	£12/hr	

	Min Hire	Min charge	Extra Hours	Required (please tick)
Large Hall	2 hrs	£80	£30/hr	
Small Hall	2 hrs	£50	£20/hr	
Room 1	2 hrs	£25	£12/hr	
Room 2	2 hrs	£25	£12/hr	

Day of Week	Date	Start Time	End Time	Total Hrs

Ensure that you have allowed sufficient time for setup and cleaning. You should aim to finish your activities an hour before your End Time.

I, the hirer, have read, understand and agree to abide by the Conditions of Hire and accept that I will lose my deposit if any Conditions are broken.

I agree to indemnify BMCC's Board in the event of loss or damage to the premises and its contents and for any claim made by any party for bodily injury arising out of our use of the premises.

Signature:	Date:
------------------	-------------

To confirm this booking, submit a signed completed booking to Centre Reception, accompanied by a £200 deposit. We accept cheques and cash only. Cheques should be made payable to 'BMCC'.

Address: Reception, Barnet Multicultural Community Centre
 Algernon Road, Hendon, London, NW4 3TA