

Report of: Executive Member for Community Development

Meeting of:	Date	Agenda item	Ward(s)
Voluntary and Community Sector Committee	18 June 2018		All

Delete as appropriate		Non-exempt
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SUBJECT: Islington Assembly Hall Free Hires Scheme and the New Islington Council Venues Free Community Use Scheme**1. Synopsis**

- 1.1 Each year, local community organisations are invited to apply for one of up to eight free hires of Islington's Assembly Hall. Applications are assessed against published criteria and, if successful, organisations have to meet any additional costs¹ (e.g. security, equipment or technical), which are not covered by the scheme.
- 1.2 An evaluation of the scheme by the Assembly Hall management team, Voluntary Community Sector team, and Arts Service, has indicated that the scheme is not currently functioning as effectively as it could and that improvements can be made.
- 1.3 This report sets out amendments to the scheme that will enable organisations to maximise the opportunities that free hires of the Assembly Hall provides, and it will better support arts and community organisations by opening up the opportunity to apply to use the Town Hall's rooms and thus offering a larger number of venues and a more curated offer depending on their needs, with no hidden costs/or minimal additional costs.

¹ In the current scheme, additional costs for Assembly Hall events may include, but were not limited, to (costs below are inclusive of VAT):

- Hire of the hall for more than five consecutive hours: from £120 per hour
- Use of the balcony: £300 for a five-hour hire
- Audio visual engineer: Costs depending on the event's requirements
- Tablecloths: £84 in total
- Security staff: from £93.90
- Refreshments

2. Recommendations

- 2.1 To agree the recommendation to reduce the number of free hires of the Assembly Hall from eight each year to up to four events per year and at the same time open up the opportunity for up to a further four community groups to apply to use the Town Hall's larger committee rooms for smaller events more suited to these rooms.
- 2.2 To agree the recommendation to change the name of the scheme to the *Islington Council Venues Free Community Use* Scheme to reflect the two different packages offered as detailed in section 5.1 of this report.
- 2.3 To agree the changes to the application process and criteria as detailed in section 5.2 of this report.
- 2.4 To agree the application timetable as detailed in section 7 of this report.

3. Background

- 3.1 Since 2011², the council has offered community organisations in the borough the opportunity to apply for free hires of the Islington Assembly Hall each year for locally focussed events and activities.
- 3.2 In 2016, the Voluntary and Community Sector (VCS) Committee agreed to the recommendation to increase the application process to two rounds each year, one for the period July-September and one for January-March, amounting to a total of eight free hires.
- 3.3 Applications are currently assessed against the published criteria which require applicants to demonstrate a commitment to provide events and activities that:
 - a) Have a strategic value, and in particular a focus on at least one of the following four areas:
 - community cohesion
 - children and young people
 - diversity
 - creative ways of engaging with residents
 - b) Have a borough-wide impact.
 - c) Demonstrate a commitment to good practice (events that are viable, of high quality, well managed and evaluated).
 - d) Promote the Islington Assembly Hall as a focus for high quality events.
- 3.4 Recommendations allocating free hires are approved at the VCS Committee. Once approved, the successful organisations are offered provisional dates, which are confirmed by the Assembly Hall management team and fitted around periods of low commercial demand and tend to be during the day rather than evenings.
- 3.5 In the current scheme, the free hires are offered for bookings on Mondays, Tuesdays and Wednesdays with access to the hall for a maximum of five hours. The five-hour free hire includes:
 - Islington Assembly Hall set up to meet event requirements as agreed in pre-event discussions (excluding the balcony, for which additional costs will be incurred if required)

² The VCS Committee was established by the Executive on 17 March 2011. The first report on Assembly Hall free lets was considered by the Committee on 22 March 2012.

- a named events coordinator leading up to the event
- at least one duty manager throughout the event
- use of a small PA system and in-house equipment that can be used without additional support from an engineer
- use of the kitchen for caterers

All other items and services – such as hire of the hall for additional hours, use of the venue's balcony, refreshments, security, equipment, table linen and technical support, incurs additional costs which the successful applicant will need to meet.

- 3.6 The scheme is regularly oversubscribed and in the last rounds the Council received applications from a wide range of organisations (see Appendix 1).

4. Assessment of Current Scheme

- 4.1 It was always the intention that the Assembly Hall should be given to organisations that would make the best use of the 430 seat quality performance space, although it was also made clear from the start that the council's support would be limited to free use of the hall and not for equipment hire or staff needed for the events.
- 4.2 Unfortunately, this has turned out not to have happened as most of the community events have tended to have relatively low attendances for mostly non-performance activities for a restricted group of participants which would be better suited to smaller meeting rooms (see Appendix 1). This is not surprising given that Islington's voluntary sector is mainly made of small organisations and their needs would be better served by offering smaller meeting spaces, such as the Town Hall's larger committee rooms.
- 4.3 Evaluation of the current programme has identified several issues that prevent the Assembly Hall Free Hire scheme from achieving its full potential to support local organisations and are impeding the operation of the Assembly Hall as a commercial venture. The key issues identified are as follows:
- Islington Assembly Hall's management team has reported that most of the community events have tended to have relatively low attendances. On average, only four out of the eight events are attended by over 100+ people (see Appendix 1).
 - Some community organisations have not made full use of the high quality performance facilities available at Assembly Hall, and have programmed events which would have been better suited to other Council operated venues.
 - Extra charges for other items and services can make the hire more expensive for community organisations than might appear in the current application process.
 - This has meant that a number of organisations have opted out after assessment of their technical and additional requirements and their associated costs and, in consequence, the target of eight free dates has not been met, resulting in wasted bookings that could have brought in revenue through commercial hires.

5. Proposed Amendments to the Scheme

- 5.1 Based on demand and take-up of the free hire scheme in previous years and the increasing pressures on the council to generate revenue to meet income targets, the following changes to

the scheme are proposed:

- To reduce the number of free hires of the Assembly Hall from eight each year to up to four events per year and at the same time open up the opportunity for up to a further four community groups to apply to use the Town Hall's larger committee rooms for smaller events more suited to these rooms.
- To extend the Assembly Hall free hires potential slots from Mondays to Thursdays (currently hires are only offered Monday-Wednesday) which will still allow for commercial use on Fridays and weekends.
- That the current Assembly Hall Free Community Use becomes the new *Islington Council Venues Free Community Use* Scheme, which will better support arts and community organisations by offering a larger number of venues and a more curated offer depending on their needs. A revised criteria (see Appendix 2), and a new application process (see Appendix 3) will seek to ensure that, in the future, the Assembly Hall is strictly used for events suited to this valuable space and its facilities. In all cases organisations will be encouraged to join together for their events to attract a wider audience.
- Organisations that do not meet the criteria or that are unsuccessful would be referred to other Council run venues, community centres, and other potential performance spaces in the borough which may be more suitable to their requirements.
- Council's committee rooms bookings will be managed by the Town Hall Facilities Team. Assembly Hall venue bookings will continue to be managed by Assembly Hall staff.

5.2 In addition, the following changes to the criteria and application process are proposed:

- To change the application form to allow applicants to choose between two different packages (see Appendix 3):
- The Assembly Hall - for fairs, conferences and networking events with an audience of over 100 people, musical performances with a small number of performers, and other simple performances. The free hire scheme will be offered on selected **Mondays, Tuesdays, Wednesdays and Thursdays in January – February 2019 (1st round), and between June to mid- September 2019 (2nd round)**. Successful applicants will get free hire of the main hall **for a maximum of five consecutive hours**.
- The Town Hall rooms - for smaller conferences, workshops and collaborative working events with an audience between 25 to 80 people - depending on layout of the room, and whether attendees are seated or standing up. The Town Hall free hire will be offered on working days **Monday – Friday, between 9am and 5pm from 2 January – 31 May 2019 (1st round); and 1 June to 21 December 2019 (2nd round)** subject to availability. Successful applicants will get free hire of the room **for a maximum of five consecutive hours**.
- To offer (in advance) tailored/peer support to organisations who wish to submit an application providing clear guidelines with a list of indicative costs for potential additional items not covered by the scheme such as: refreshments; any extra time outside the five hours offered; or use of the balcony at the Assembly Hall.
- To include a new assessment criterion which assesses the organisation's willingness to work jointly with Islington Council's staff to deliver well managed events.
- To include a new assessment criterion which assesses use of facilities and technical

requirements.

- To include a new assessment criterion which assesses equality of opportunity to access creative activity. Applications will be assessed in relation to how the events will help to improve access for Islington residents that might otherwise miss out on cultural opportunities.
- To amend the criteria so to not allow applications from organisations who have previously cancelled a slot with less than one month's notice, as per the signed terms and conditions (see Appendix 4).
- To give greater emphasis in the application form and assessment criteria to help prioritise applications which propose using the high quality equipment and space appropriately for larger events at the Assembly Hall, from applicants intending to organise smaller events.
- Organisations that don't meet the criteria or that are unsuccessful would be referred to other Council run venues and community venues in the borough which may be more suitable to their requirements.
- Staff from Arts Service, the Voluntary and Community Sector (VCS) Team and Assembly Hall Management Team to continue to jointly assess applications against the published criteria.
- The Arts Service, VCS Team, and Islington Assembly Hall to continue to work jointly promoting the scheme to arts, cultural and community organisations to ensure the scheme reaches the right organisations that potentially can produce high quality events that make best use of the Hall and/or the Committee Rooms.
- Staff from Arts Service, the Voluntary and Community Sector (VCS) Team and Assembly Hall Management Team will help successful event organisers to publicise their events by using Islington Council's communication channels such as via Assembly Hall marketing channels; *Islingtonlife*; and other social media such as Twitter; as well as other VCS and Arts networks.

6. Key Benefits

- 6.1 The proposed changes will allow for free hire of civic space to community groups with no hidden costs/or minimal additional costs. Reducing the number of hires to four events at the Hall means that the Assembly Hall budget could commit to providing support in-kind and cover the costs for some of the charged elements for up to four organisations annually. In the new scheme, the Assembly Hall will include one member of their security team as a standard and a sound engineer if required for a period of five hours up to four organisations a year.

Basically, this will mean organisations should only pay for: any extra time outside the five hours offered; use of the balcony -if required; and any other costs relating to catering.

- 6.2 By reducing the number of free hires available to up to four at the Assembly Hall, the Assembly Hall management team will be able to generate income from commercial hires and offset the costs associated with administering and running the scheme.

7. Proposed Application Timetable

A) New Scheme Developed	
April – May 2018	Develop new scheme including sound criteria and

	guidelines
VCS Cttee. 18 June 2018	VCS Committee meeting decision

B) New Scheme Implemented – First Round of Applications For bookings between ⇒ January 2019 – February 2019 for Assembly Hall ⇒ January 2019 – May 2019 for Town Hall Rooms	
July 2018	Marketing/communicating new scheme to the arts and community sectors
Mid July 2018	Application window opens for 6 weeks to allow time for joint open days/advice sessions
	Assembly Hall, VCS Team and Arts Team offer 1 or 2 joint advice sessions to applicants
End August 2018	Application window closes
VCS Cttee. 1 October 2018	Decisions made and dates offered

C) Second Round of Applications For bookings between ⇒ June 2019 – Mid September 2019 for Assembly Hall ⇒ June 2019 – 21 December 2019 for Town Hall Rooms	
Mid January 2019	Application window opens for 6 weeks
	Application window closes
End February	Assembly Hall, VCS Team and Arts Team offer 1 or 2 joint advice sessions to applicants
VCS Cttee. 26 March 2019	Decisions made and dates offered

8. Financial Implications

- 8.1 There are not financial implications other than the loss of income as a result of waiving the fees for four hires which has been built into the business plan for the Assembly Hall.

9. Legal Implications

The Council can support voluntary and community sector organisations under the wellbeing power in Section 2 of the Local Government Act 2000. This gives the Council the power to do anything which it considers is likely to achieve the promotion or improvement of the economic, social or environmental well-being of the whole or part of its area or all or any of the persons resident or present in that area.

10. Environmental Implications

There are no environmental implications.

11. Resident Impact Assessment

The Council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.

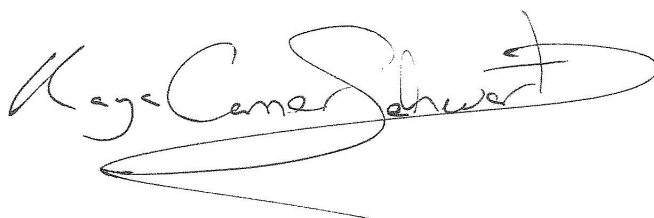
The proposed events serve a wide range of communities and support the Council and Arts Services priorities, targeting young people, refugees, elderly people with activities that support health and well being; cultural access and participation equality outputs and outcomes for Islington residents; and opportunities for people from different backgrounds to collaborate, join in and share experiences.

12 Conclusion and Reasons for Recommendations

The scheme provides an opportunity for the council to support local organisations through free use of the Assembly Hall. Applications have been assessed through a clear and transparent process.

Final report clearance:

Signed by:



Executive Member for Community
Development

Date: 4 June 2018

Received by:

Head of Democratic Services

Date

Report Author: Angeles Gordo
Tel: 020 7527 5243
Email: angeles.gordo@islington.gov.uk

APPENDIX 1: Islington Assembly Community Free Hire Scheme – Numbers of people attending in the last four rounds

Islington Childrens and Young People's Voluntary Sector Forum	Cancelled booking
Islington Council Choir	Event date – 21/03/2017 348 attendees.
Manor Gardens Welfare Trust	Event date - 20/03/17 204 attendees.
Islington Centre for Refugees and Migrants	Event date - 20/03/17 (after Manor Gardens) 121 attendees
Little Angel Theatre	Withdrawn from the scheme
MoveMe Dance	Event date - 19/07/17 26 attendees
Breakin' Convention	Event date - 25/07/17 105 attendees
Solace Women's Aid	Event date 10/07/17 41 attendees
Cubitt Education	Event date 15/06/17 133 attendees
IMECE Women Centre	Event date 13/06/17 112 attendees (80 expected)
Body & Soul	Event date 29/07/17 278 attendees
Baluji Music Foundation	Event date 03/07/17 35 attendees.
Gain Ctrl	Cancelled
Samuel Rhodes School	Event date 24/01/2018 174 Attendees
Centre 404	Withdrawn from the scheme
Friends of Ambler School	Cancelled due to unable to find suitable date

APPENDIX 2: Islington Council Venues Community Free Hire Scheme – Eligibility Criteria and Guidance notes



ISLINGTON

Islington Council Venues Free Community Use Scheme Eligibility Criteria and Guidance Notes Round [insert details of round 1 or 2]

Each year, Islington Council is pleased to offer eight community groups, schools and colleges, arts and cultural organisations based in Islington the chance to have free use of Islington Assembly Hall and selected Town Hall meeting rooms for five hours.

There are two different packages available to organizations depending on the nature of the event and/or number of guests and audiences. The Council reserves the right to decide on the option more suitable for your event. Therefore, it is important that the information you provide is detailed and accurate. Please read carefully the information below before completing an application form.

Option 1 - Islington Assembly Hall

The Assembly Hall is suitable for fairs, conferences and networking events with an audience of over 100 people, musical performances with a small number of performers, and other simple performances. Please note that Islington Assembly Hall is not a theatre and if you're looking to put on a stage performance with multiple acts, props, sets or other complex lighting or audio-visual effects within a limited budget, then this scheme might not be suitable for your event and other venues might provide a better and cost-effective alternative.

Please email assemblyhall@islington.gov.uk if you would like to check if this is the right venue for you.

The free hire scheme will be offered on selected **Mondays, Tuesdays, Wednesdays and Thursdays between January and February 2019 (1st round) and June to mid-September 2019 (2nd round)**. Two free hires of Islington Assembly Hall will be offered in each round. Successful applicants will get free hire of the main hall **for a maximum of five consecutive hours**.

The five-hour hire of the Assembly Hall Free Hire will include:

- access to Islington Assembly Hall for you and/or your suppliers for your event
- Islington Assembly Hall set up to meet your requirements as agreed in pre-event discussions
- a named events coordinator leading up to the event
- at least one duty manager throughout your event
- a small PA system that can be used without additional support from an engineer
- a sound engineer (if required) for a period of five hours
- one member of Assembly Hall security team as a standard
- use of the kitchen for caterers

All other items and services – such as hire of the hall for additional hours, use of the venue's balcony, refreshments, extra security, equipment, table linen and specialized technical support – will incur additional costs, which your organisation will need to meet. Additional costs for the use of the Assembly Hall may include, but are not limited, to (costs below are inclusive of VAT):

- Hire of the hall for more than five consecutive hours: from £120 per hour
- Use of the balcony: £300 for a five-hour hire
- Tablecloths: £84 in total
- Additional security staff: from £93.90
- Refreshments: costs available on request

Option 2 - Islington Town Hall rooms

The Town Hall rooms are suitable for events with an audience between 25 to 80 people depending on layout of the room, and whether attendees are seated or standing up.

The Town Hall can be booked for **workshops, collaborative working sessions, networking, and small get-togethers for residents and community groups.**

The Town Hall free hire will be offered on working days **Monday – Friday, between 9am and 5pm** from **2 January – 30 May 2019 (1st Round) and 1 June to 21 December 2019 (2nd Round)** subject to availability*. Two free hires of Islington Town Hall rooms will be offered in each round. Successful applicants will get free hire of the room **for a maximum of five consecutive hours.**

The five-hour Town Hall Free Hire will include:

- access to Islington civic spaces for you and/or your guests
- setting up the room to a layout of your preference
- at least one duty facility officer throughout your event
- use of in-house furniture, tables and chairs
- jars of drinking water
- use of large plasma LED monitor
- free Wi-Fi

Additional costs may include, but are not limited, to:

- hire of additional stationary such as flipcharts, flipchart paper, and pens
- hire of additional technical equipment such projectors, etc.
- any additional services which fall outside the normal working hours will have to be charged
- refreshments: costs available on request

*Please note that the Council has a right to cancel or postpone your event at any time due to exceptional circumstances without incurring liabilities for any losses or damages incurred by the hirer as a result of cancellation. Should the Council cancel your booking for reasons other than force majeure within two weeks of the date of the event, the council will at its sole discretion endeavour to assist the hirer in finding alternative accommodation for the event.

Criteria

Organisations must demonstrate a commitment to provide events and activities that have a strategic value, and in particular a focus on at least one of the following four areas:

- community cohesion
- children and young people
- diversity
- creative ways of engaging local residents and, in particular, those who might otherwise miss out on cultural opportunities.

Applications should be able to demonstrate your event achieve the following:

- have a borough-wide impact
- demonstrate a commitment to good practice (events that are viable, of high quality, well managed and evaluated)
- promote Islington Assembly Hall as a focus for high quality events, or demonstrating good use of the civic space at the Town Hall, making best use of the high quality facilities available in both venues

In addition, to be shortlisted for the scheme, your event you must be able to demonstrate how your organisation will cover any associated costs (if any), as the free hire scheme gives you use of the venue for free for up to five hours, but other additional costs must be covered by your organisation as indicated above.

The scheme will not support:

- groups that are not based in the borough of Islington
- events or activities from commercial organisations
- more than one usage per applicant per year
- applications from organisations who have previously cancelled a slot once accepted
- applications from departments of Islington Council

How to apply and additional support:

Please email your completed application to arts@islington.gov.uk by 12 noon on **Wednesday 29 August 2018**. The Council will contact all applicants from week commencing 8 October 2018 to offer available dates and issue terms and conditions of the booking, which must be completed to guarantee the free use of the venue.

Before you submit an application, we would like to invite you to meet us so that you can ask any questions and learn more about the scheme. We warmly invite you to attend a viewing of the Assembly Hall where staff will be available to welcome you and talk in more detail about the available space; potential additional costs; and technical requirements.

If you would like to attend the viewing, please email arts@islington.gov.uk.

(Please note - attending the viewing is **optional** and does not form part of the shortlisting process)

If you cannot attend the viewing but would like more information about the scheme or if you need help completing an application, please call 020 7527 5243 or email arts@islington.gov.uk



ISLINGTON

Islington Council Venues Community Free Hire 2018 Application Form

1. CONTACT DETAILS

Organisation:	
Primary Contact:	
Position within organisation:	
Address:	
Tel:	Email:
Website:	

2. ABOUT YOUR ORGANISATION

What type of organisation are you? (Example: school; charity; social enterprise; etc)

[Click or tap here to enter text.](#)

What are the aims of your group? (Please give a brief overview of the aims of your organisation – no more than 100-150 words)

[Click or tap here to enter text.](#)

3. EVENT DETAILS

Which venue are you applying for:

(There are two different packages available to organizations depending on the nature of the event and/or number of guests and audiences. Please read carefully the *Criteria and Guidance Notes* and choose one of the options below. Please note that the Council reserves the right to decide on the option more suitable for your event).

- Option 1 - Assembly Hall ☐
- Option 2 - Town Hall Committee Room ☐

Name of Event:

Event Preferred Date(s) (please note that any rooms bookings would be subject to availability):

Times (start and end):

Expected audience (numbers of people attending):

Please provide details of your outreach and marketing plans for this event (how will you ensure that your event is well attended?):

Click or tap here to enter text.

Type of event:

Conference ☐

Musical Performance ☐

Networking ☐

Workshops ☐

Other ☐ Please specify: Click or tap here to enter text.

Technical requirements

(Include details of any technical requirements for your event. It is important that the information you provide is detailed and accurate to enable us to assess your needs. In some cases, this scheme may incur additional costs and other venues might provide a better and cost-effective alternative).

Will there be speeches? Yes ☐ No ☐

Do you need a stage?

- Small raised podium for up to five speakers Yes ☐ No ☐

- Assembly Hall stage for performances Yes ☐ No ☐
(for Assembly Hall Only)

Are you using any microphones? Yes ☐ No ☐

Do you need stage lights? Yes ☐ No ☐
(for Assembly Hall Only)

Will there be any recorded music? Yes ☐ No ☐
(for Assembly Hall Only)

Are you projecting any video/ presentations? Yes ☐ No ☐

Please provide details of any additional technical support you may need:

Click or tap here to enter text.

Brief Description of the Event

(Include details of the purpose of the event, how it will provide borough-wide benefit to Islington residents, key highlights or features of the event, types of entertainment and stalls expected, and any other relevant information)

Click or tap here to enter text.

What do you aim to achieve with this event?

(Please explain your objectives and the outcomes you want to achieve)

Click or tap here to enter text.

How will you know that your objectives will be met?

(How to you plan to evaluate your event)

Click or tap here to enter text.

Which of the following areas will your event focus on?

(please select all that apply and explain how and why your event focuses on these area(s))

1. Community Cohesion

☐

Explain: Click or tap here to enter text.

2. Children and Young people

☐

Explain: Click or tap here to enter text.

3. Diversity

☐

Explain: Click or tap here to enter text.

4. Creative ways of engaging with residents, in particular those who might otherwise miss out on cultural opportunities.

☐

Explain: Click or tap here to enter text.

Please explain how your event will demonstrate the following:

5. Have borough wide impact

Click or tap here to enter text.

6. Commitment to good practice and willingness to work with Islington's Council's staff to deliver a well-managed event (please include examples of any previous events you may have organised)

Click or tap here to enter text.

7. Good use of the space

Click or tap here to enter text.

DECLARATION

By signing this form you agree to the following:

We will use this application form and the other information you give us, including any personal information, for the following purposes:

- To decide whether the Council will provide a free hire (the Assembly Hall or a Town Hall room) to deliver the event described as part of the Islington Council Free Community Hire programme
- To hold in our database and use for statistical purposes

I confirm that the organisation named on this application has given me the authority to sign this application on its behalf.

I confirm that the activity in the application falls within the powers of the organisation's constitution or memorandum and articles of association (the legal document setting out the rules governing the organisation).

I confirm that, as far as I know, the information in this application is true and correct.

Signed..... Date.....

Please return your completed application form and any attachments to:

Angeles Gordo, Arts Development Service - Employment, Skills and Culture
2nd Floor 222 Upper Street, London, N1 1XR
E: arts@islington.gov.uk Tel: 020 7527 5243

Closing date for applications: **noon Wednesday 29th August 2018.**



TERMS AND CONDITIONS

FOR COMMUNITY FREE HIRE EVENTS AT ISLINGTON ASSEMBLY HALL

This is an agreement between you and the Islington Assembly Hall team. Any reference to “Venue” means Islington Assembly Hall, which are the premises hired within which the Event will take place.

DEFINITIONS

Additional Costs means any costs incurred as a result of services or equipment in addition to those included in the Free Hire and listed in paragraph 12.

Agreement means the all documentation relating to the Free Hire of Islington Assembly Hall, including these terms and conditions of hire.

Community Free Hire Scheme means the scheme in operation by Islington Assembly Hall and Islington Council’s Arts team based on the eligibility criteria and guidance for the Free Hire of Islington Assembly Hall to community groups in the London Borough of Islington.

Confirmed Booking means the booking confirmed by the Islington Assembly Hall team via email to the Organiser once signed terms and conditions from the Organiser have been received.

Event means an event organised by your organisation, which meets the criteria of the Community Free Hire Scheme 2017/18.

Free Hire means the agreed consecutive five hours of access to Islington Assembly Hall for the Event, which will be provided free of charge as per the Community Free Hire Scheme.

Islington Assembly Hall, Assembly Hall or the Venue means the premises located adjacent to the Town Hall at Upper Street, London N1 2UD.

Organiser means the person at your organisation who is the main person responsible for organising and coordinating the Event.

Provisional Booking means a booking held for up to 10 working days upon receipt of an email by the Islington Assembly Hall team from the Organiser giving key details of the planned event, and subject to confirmation from the Islington Assembly Hall team.

HIRING ISLINGTON ASSEMBLY HALL

The Free Hire of Islington Assembly Hall is for successful applicants of the Community Free Hire Scheme 2018/19. The hire of the venue is for a maximum of **five consecutive hours** on an available date and time slot between Monday and Thursday at specified times of the year, as agreed with the Islington Assembly Hall team.

ENQUIRIES AND PROVISIONAL BOOKINGS

1. In order for the Islington Assembly Hall team to check availability and assess whether the Event can be accommodated at Islington Assembly Hall, you will be required to provide details of the Event, including:
 - a brief description of the Event, including its purpose and any activities and/or catering planned
 - the expected number of attendees for the Event *
 - your preferred date (please note the date restrictions set out in the application form)
 - your preferred layout
 - the contact details of the Event organiser
 - the expected timings of the start and finish of the Event, as well as additional time before and after that you would need access to the venue.

*Please note that your booking may be subject to a minimum and/or maximum number of attendees depending on the layout style and requirements of your Event, so it is crucial that this number is as accurate as possible. You are advised not to make any arrangements until the layout and number of attendees has been agreed in your Confirmed Booking.

2. If you would like to make a Provisional Booking, and if the Islington Assembly Hall team confirm that the venue is available and suitable for your Event, the Islington Assembly Hall team will send you an email to inform you that a Provisional Booking has been made, pending email confirmation agreeing to these terms and conditions and the details set out in paragraph 1 above.
3. The Provisional Booking will be held for up to 10 working days from the date that the email referenced in paragraph 2 is sent to you.
4. If the Provisional Booking is not confirmed by the organiser within 10 working days in accordance with paragraph 3 and paragraph 6 below, the date and time slot in the Provisional Booking will be released.
5. If, within those 10 working days, another enquiry is made for the same date and time slot, you may be contacted to confirm your booking within one working day in accordance with paragraphs 6 and 7 below. If you are unable to confirm your booking within one working day, the date and time slot in the Provisional Booking will be released to the other enquirer, if the other enquirer is willing and able to confirm the booking in accordance with paragraphs 6 and 7 below.

TERMS AND CONDITIONS OF FREE HIRE

CONFIRMED BOOKINGS

6. In order to confirm a Provisional Booking, you must provide the Islington Assembly Hall team with relevant Event details and your signed confirmation to the terms and conditions of hire.
7. Providing the Event details can be accommodated in the venue, a member of the Islington Assembly Hall team will send you an email confirming the booking once the agreement to the terms and conditions by email has been received. **You are advised not to make any arrangements for the Event until you have received a confirmation email.**
8. Once your booking is confirmed, you must provide final details of the Event at least two weeks prior to the Event. Any Additional Costs agreed or incurred on the day will be taken after the Event by credit/debit card or by an alternative method on receipt of an invoice.
9. It is your responsibility to provide the Islington Assembly Hall team with the necessary information to help them make the necessary arrangements to ensure your Event runs smoothly.
10. The Islington Assembly Hall team has a right to cancel this hire agreement at any time due to exceptional circumstances without incurring liabilities for any losses or damages incurred by the hirer as a result of cancellation. Should the Islington Assembly Hall team cancel this agreement for reasons other than force majeure within three months of the date of the event, the Islington Assembly Hall team will at its sole discretion endeavour to assist the hirer in finding alternative accommodation for the event. The Islington Assembly Hall team will contribute to additional costs incurred by the hirer as a result of the cancellation subject to a maximum of £1,000, including VAT.
11. The Islington Assembly Hall team will not enter in to a hire agreement with another venue on behalf of the hirer, nor will it be responsible for any arrangements relating to the event with another venue.

TIMINGS AND RATES

12. **The Free Hire of Islington Assembly Hall is free of charge for a maximum period of five consecutive hours.** Additional Costs for Community Free Hire Scheme events may include, but are not limited, to (costs below are inclusive of VAT):
 - Hire of the hall for more than five consecutive hours: from £120 per hour
 - Use of the balcony: £300 for a five-hour hire
 - Tablecloths: £84 in total
 - Security staff: from £93.90
 - Refreshments: Costs available on request

For more information, contact the Islington Assembly Hall team on 020 7527 8900 or email assemblyhall@islington.gov.uk

13. If you wish to hire Islington Assembly Hall for more than five hours, you will be charged in accordance with the prevailing hourly rates.
14. The Islington Assembly Hall team reserves the right to take more than one booking for different time slots on the same date, subject to availability, without notifying either party. Therefore, it is important that the information you provide regarding timings is correct and accurate.
15. If you wish to make any changes to your Confirmed Booking, you must contact the Islington Assembly Hall team to discuss your options and they will be happy to help, although cannot guarantee that any amendments to the Confirmed Booking will be accommodated.
16. The five-hour Free Hire will include:
 - access to Islington Assembly Hall for you and/or your suppliers for your Event, including any time you require access before or after the Event itself
 - Islington Assembly Hall (excluding the balcony, for which Additional Costs will be incurred if required) set up to meet your requirements as agreed in pre-event discussions
 - a named events coordinator leading up to the Event
 - at least one duty manager throughout your Event
 - use of a small PA system and in-house equipment that can be used without additional support from an engineer
 - a sound engineer (if required) for a period of five hours
 - one member of the Assembly Hall security team as standard
 - use of the kitchen for caterers.

ORGANISER'S RESPONSIBILITIES

17. You are responsible for organising the Event, including arranging the schedule and invitations, in accordance with the requirements that have been discussed and agreed with the Islington Assembly Hall team.
18. The Islington Assembly Hall team will advise you on the required staffing for the Event, which will at the very least include a coordinator on the day of the Event and at least one person to 'supervise' the main entrance throughout the Event. If you cannot provide the required staff, Islington Assembly Hall can provide these for you at an Additional Cost and may insist on additional staff to ensure the safety of attendees and guests in the venue during your Event.
19. As the Event Organiser, you cannot make a booking on behalf of individuals or organisations, other than the one selected by Islington Council in the Community Free Hire Scheme.
20. As the Event Organiser, you are responsible for any coordination and arrangements made between you and any suppliers prior to and on the day of the Event.

USE OF EQUIPMENT

21. The Islington Assembly Hall team will be happy to discuss any additional requirements further to those set out paragraph 16 above. However, please note that such requests are not guaranteed and may incur Additional Costs. Where such additional requirements are absolutely essential to your Event, you are responsible for raising this prior to confirming your Booking.

22. Islington Assembly Hall has a range of equipment available. For a full technical specification, please speak to a member of the Islington Assembly Hall team.
23. If you wish to use any technical equipment that does not belong to Islington Assembly Hall, you must speak to the Islington Assembly Hall team, who can advise if this is possible. Where you wish to use your own electronic equipment, you agree to annually PAT test all equipment before installation. If the equipment is found not to be PAT tested, the Islington Assembly Hall team will require such equipment to be PAT tested or removed from the venue. Any decision about whether additional technical equipment can be used will be at the sole discretion of the Islington Assembly Hall team. Where such additional equipment is absolutely essential to your Event, you are responsible for raising this prior to confirming your Booking.

CARE OF THE VENUE

24. You must at all times during the hire period take good care of Islington Assembly Hall. You will be responsible for any damage to Islington Assembly Hall, or to any equipment or other property of the venue. You are also responsible for guests and the guests' behaviour and welfare.
25. Please note that Islington Assembly Hall is a strictly non-smoking premise throughout, which includes the prohibition of electronic cigarettes.
26. Fireworks, lanterns or anything similar are strictly not permitted.
27. You and any guests and suppliers you bring into the Venue must not have any naked flames in Islington Assembly Hall. **This includes catering equipment such as bain maries.**
28. You must not do, or permit others to do, any of the following without the prior written consent of the Islington Assembly Hall team:
- a) remove or obscure any notices or placards which may be displayed in or on Islington Assembly Hall
 - b) damage or attach anything to any furniture or structures at Islington Assembly Hall using any form of temporary or permanent adhesive/fixing, or alter the decoration of Islington Assembly Hall
 - c) create any holes or markings in or on, or cause any damage to the Islington Assembly Hall's walls, ceilings or any items of furniture in the venue
 - d) have any naked flames in the Islington Assembly Hall
 - e) bring, place or erect any sign, furniture, fitting or structure or place or fix any additional or decorative lighting in or on any parts of Islington Assembly Hall
 - f) allow any persons to take food or drink into the foyer or balcony
 - g) bring into Islington Assembly Hall:
 - I. any article or substance of an inflammable or explosive nature or that produces an offensive smell, or
 - II. any oil, gas or other appliances, unless for the purpose of catering in which case only electric appliances will be allowed and only at the Islington Assembly Hall team's discretion.
 - III. any food or drink not sold, distributed, and agreed as part of the hire prior to the Event

CATERING

29. The Islington Assembly Hall team can arrange some refreshments for your Event at an Additional Cost, based on pre-event discussions about your requirements. Alternatively, you may arrange external catering for the Event following discussion with the Islington Assembly Hall team and provided you get prior approval in writing from the venue. The venue's approval will not be unreasonably withheld or delayed. **It is imperative that you discuss any potential external catering arrangements with the Islington Assembly Hall team prior to confirming any bookings with external caterers.**
30. Caterers that provide a service at an Event in Islington Assembly Hall must:
- a) comply with the Food Safety Act 1990 and other relevant legislation at all times
 - b) have a food hygiene rating of 3 or above, as detailed on the [Food Standards Agency website](#)
 - c) have implemented an appropriate HACCP-based food safety management system, as detailed on the [Food Standards Agency website](#)
 - d) have employers' liability cover
 - e) provide evidence of b) to d) above
 - f) comply with any other reasonable requirements of the venue, including those set out in paragraph 23 and 24.
31. As the Organiser, you are responsible for ensuring that all caterers at the event fully comply with the requirements set out in paragraphs 29 and 30 and you are responsible for providing this information to the venue. Failure to do so could result in Islington Assembly Hall cancelling the Event or preventing the caterer from providing a service within the venue. As the Organiser, you must use reasonable endeavours to ensure that any caterers comply with all proper instructions and guidance given by Environmental Health Officers of the Council or the Islington Assembly Hall team.
32. As the Organiser, you shall bring the terms and conditions of this Agreement to the attention of any licensees, caterers and/or contractors or any other person employed by the Hirer in connection with your Event.
33. The Council and Islington Assembly Hall team will not accept liability for any food stuffs brought onto and/or consumed at any Event.
34. As the Organiser, you are responsible for the provision and care of any items such as crockery and cutlery provided by your suppliers used during the Event, and Islington Assembly Hall will not take responsibility for any losses or damage to such items.
35. If your caterers bring equipment that has not been approved by the Islington Assembly Hall team or that breaches any of the terms and conditions set out in this contract, such as those detailed in paragraph 27 or 28g), the Islington Assembly Hall team reserve the right to insist that the equipment is removed and replaced with in-house equipment suitable for use in the venue, if such in-house equipment is available. The use of such equipment will incur additional costs as part of this agreement.

HEALTH AND SAFETY

- 36. You and your suppliers must familiarise yourself with the evacuation procedure in case of fire or a bomb threat at Islington Assembly Hall. Speak to the Islington Assembly Hall team for details.
- 37. You and your suppliers must keep all emergency exits free from obstruction at all times during the Event.
- 38. You must report any health and safety incidents or accidents to the venue's duty manager on the day, followed by an emailed report to the Islington Assembly Hall team.

CANCELLATION

- 39. If you do not comply with the duties of these terms and conditions, the Islington Assembly Hall team may cancel the Event.
- 40. If you cancel the Event with more than one month's notice, the Islington Assembly Hall team will try to accommodate your Event on another available date.
- 41. If you provide less than one month's notice to cancel the Event, the Islington Assembly Hall team reserve the right to refuse to rebook your Event on another date.

OTHER CONSIDERATIONS

- 42. Islington Council shall be under no liability if they are unable to carry out provision of the Hire under this Contract for any reason beyond their control including (without limiting the foregoing) Act of God, legislation, war, fire, flood, drought, failure of power supply, lock out, strike, or other action taken by employees in contemplation of furtherance of a dispute or owing to any inability to procure materials required for the performance of the Contract (**Force Majeure**).
- 43. **There is limited parking available around Islington Assembly Hall.** You can request parking in the Islington Town Hall forecourt by speaking to a member of the Islington Assembly Hall team and if possible, parking will be reserved. There is no guarantee that this request can be accommodated so please await confirmation before making arrangements. Any vehicles parked at Islington Town Hall are done so entirely at the risk of the drivers.
- 44. Islington Assembly Hall does not take responsibility for any personal possessions or gifts brought onto the premises.

45. To the fullest extent permitted by law, Islington Council shall not be liable for:

- any loss or damage to property incurred by you or your guests/delegates
- any inconvenience or loss caused to any party as a result of cancellation or termination

Islington Council does not exclude or limit its liability for death or personal injury caused due to its negligence.

46. It is advisable that you take out appropriate insurance cover to indemnify the venue against claims which may be made against it in respect of loss or damage which the venue may suffer. Such insurance should also cover the risk of bodily injury or death to you, your guests/delegates, your contractors, agents or licensees and members of the group or any third parties. This excludes any such loss, damage, injury, or death as may be caused by the act, default or negligence of the venue. You are also recommended in advance to check that your personal insurance adequately covers the losses set out in paragraph 45 above.

I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS AND AGREE TO ABIDE BY THEM:

Signed on behalf of the Hirer(s):

Signature: Print Name:

Date:

Date of Event:

Signed on behalf of the Islington Assembly Hall team:

Signature: Print Name:

Date: