



## JOHN ENUMAH EVENTS

### Hall Hire Agreement - Meeting Space

This booking form is applicable to the auditorium belonging to The Haven Global Church. Please provide as much information as possible. Until this form is returned with the deposit and hire charge in full, the booking is not fully confirmed. If you have any questions kindly contact our admin line: **07758 230 111** or **020 3904 6882**

**Please note: we charge for the duration of time the service is rendered - £50 per hour**

<b>Your Name</b>		
<b>Organisation Represented</b>		
<b>Aim of Organisation</b>		
<b>Telephone Number</b>		
<b>Type of Event</b>		
<b>Time Required (Kindly Remember To Note From Time of Preparation To End Clean Up Time)</b>	<b>From:</b>	<b>To:</b>
<b>Optional Cleaning Charge (£20.00 ph) (Tick If Applicable)</b>		
<b>What Dates Are Required?</b>		

<b>What Facilities or Equipment Is Required?</b> <hr/> <i>Television (4) (For Hire)</i> <hr/> <i>Projection Screen (For Hire)</i> <hr/> <i>Projector (For Hire)</i> <hr/> <i>LED Screen (For Hire)</i> <hr/> <i>LED Lights (For Hire)</i> <hr/> <i>Sound Equipment (For Hire)</i> <hr/> <i>Sound Engineer (For Hire)</i> <hr/> <i>WiFi (For Hire)</i>	<i>(Kindly Detail Any Necessary Additional Information)</i>
<b>Would You Charge Your Own Entry Fee?</b>	

## JEM Media Production Hire

The media department offers services to cater to the events/programs held at The Haven Global Church or externally - in which to utilise the streaming equipment to make your experience worthwhile.

**Please note: we charge for the duration of time the service is rendered - £200 per hour**

<b>Platforms - will you provide your own platforms for streaming?</b> This includes youtube, facebook, instagram, tiktok, twitch etc	<b>Please circle YES / NO</b>
<b>Will you provide the stream key and URL?</b> If yes, email to: admin@johnenumahministries.com	<b>Please circle YES / NO</b>
<b>Date of Event</b>	
<b>Duration</b>	

**DISCLAIMER: A 50% deposit is to be paid before service is rendered. There is a 15% cancellation fee and cancellation notice is required 72 hours before the event.**

## Terms & Conditions

1. Groups and organisations should abide by their own safeguarding child and adults policies which are up to date and meet the needs of the group. In the event the group does not have their own policy it may be appropriate for them to work in line with that of the church from which they are hiring the premises.
2. The Haven Global Church has the right to refuse an application for hire submitted by any person.
3. Those in charge of making the booking must be over 18 years old.
4. Enquiries may be made on the phone: **07758 230 111** and email: **contact@tamglobal.org**
5. Deposit will be returned if cancelled at least 7 days before the event but will not be returned if cancellation is made 48 hours prior to the event.
6. **The deposit must always be paid in full. The deposit is constituted of an hour of the booking: £50.**
7. Deposit will be returned after the event if nothing is destroyed/broken.
8. Deposit will be returned within 3 days of the event concluding subject to any sums withheld to meet part of the hire fees or the cost of rectifying damage arising during the hiring.
9. Those hiring the premises must ensure that anything used and areas used and entered must be left clean, tidy and in the same condition that it has been met in.
10. The cost of any additional cleaning will be deducted from this deposit.
11. All rooms are to be completely vacated by the end of the booked period and all rubbish must be taken away.
12. A **mandatory** charge of £20 will be added to all bookings for weddings or large parties. For all other events, the cleaning service is available at a charge of £20.00 an hour. This can be booked with the hire charge.
13. Those hiring the premises will be responsible during the period of hire for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, and for the behaviour of all the people using the premises.

14. The management committee reserves the right to reclaim from those hiring the premises any costs incurred in connection with damage or misuse etc, in excess of the deposit.
15. Those hiring the premises must never allow the premises to be used for any purpose other than that stated on the **form**, and not bring on to the premises anything that may damage or endanger the premises or render invalid any relevant insurance.
16. Those hiring the premises **must** ensure that any activities for children comply with 'The Children Act.'
17. The Haven have the power summarily to terminate any agreement relating to the hire of the auditorium if it is considered that those hiring have in any way damaged the building, fittings, fixtures or furniture or have subjected them to undue wear and tear or in any other way been guilty of a breach of these conditions.
18. Those hiring the premises must ensure that in using the premises that the laws relating to alcohol, gaming, betting and lotteries are not contravened, and that the number of persons declared on the church hall booking form occupying the hall is not exceeded...  
**We are making it clear that smoking and drinking is not permitted anywhere on the premises. In addition, we have rights to shut down the event immediately if suspected alcohol is brought to the premises.**
19. **Any** member The Haven Global Church is authorised to inspect the premises before, during and after the letting period without prior notice.
20. Those hiring the premises shall, if preparing or serving food, observe all relevant food health and hygiene regulations. All crockery, cooking utensils, and kitchen equipment must be washed, dried and properly stored after use.
21. Hirers will be required to provide their own table linen / decorations.
22. Nothing is to be fixed to the walls by any method unless given explicit permission.
23. All exits (most especially fire exists) must be kept clear.
24. The main entrance doors should be closed and locked once the event is underway. If the door is left open, or needs to be opened during the event booking, it is done so at the hirer's risk. The site is not secure any issues regarding intruders or concerns about safety in the car park must be immediately reported to management of The Haven Global Church and the police.
25. The Haven Global Church will not accept any responsibility for any loss, damage or accidents during the occupation of the Hall under submission of those hiring the premises.

- 26. Your booking permits attendees' cars parked on the street but the hirer can park in the designated car park.
- 27. Personal equipment and possessions brought into the Hall are the responsibility of the hirer. The Haven Global Church will not be responsible for any loss or damage.
- 28. Those hiring the premises shall satisfy any requirements under performing rights for the performing or playing of live or recorded music. If those hiring the premises intend to play music or have a live band, they must agree to inform the booking secretary from the beginning of revealed intentions to book the premises. in writing at the time of booking. Those hiring the premises must ensure that all noise is kept to a level such that neighbours of the premises are not unduly disturbed. Those hiring the premises must agree in any event to terminate all loud noise on the premises at 23:00 GMT/BST.
- 29. The Haven Global Church meeting space currently agrees to a maximum of 60 people attending the event including those hiring the premises.

***KINDLY READ AND UNDERSTAND THE TERMS AND CONDITIONS AND ENTIRE AGREEMENT OF THIS CONTRACT BEFORE SUBMISSION***

---

**I have read, understood and selected/detailed the accurate and relevant information required set out by The Haven including the terms and conditions.**

**Signed .....**

**Date .....**

---

***Insurance***

**You agree to take responsibility for every equipment, facility or area that you will use, that once you enter the building you are liable to paying for full covering of any damage, graffiti or lost items within the time that we ask of you if such is to happen.**

**Signed .....**

**Date .....**

Kindly submit this form via email to [contact@tamglobal.org](mailto:contact@tamglobal.org)

You may also post to The Haven Global Church:

Vincent Street, Canning Town,  
London, E16 1LZ

Please pay your hire charges at least 2 weeks prior to your event along with the deposit (which is an hour of any booking) to secure the date to:

**The Apostolic Movement Church**

**Bank: Barclays**

**Sort code: 20-05-73**

**Account: 73450341**

**Ref:**

***THANK YOU VERY MUCH!***