



Registered Charity No: 1036109

Darji Mitra Mandal of the UK

www.darjimandal.org.uk

Limited by Guarantee no: 29137330

## THE DARJI PAVILION – HIRE AGREEMENT FORM

**Please note the Hall is a Licensed Wedding Venue**

Hall address: Darji Pavilion, 26 Oakthorpe Road, Palmers Green, London N13 5JL  
Contact details - T: 07956 401599 E: pavilion@darjimandal.org.uk

**HIRER DETAILS** (2 forms of ID (\*) of this person must be provided, plus this person named must be present throughout letting).

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Mobile: \_\_\_\_\_

Copies of 2 forms ID (\*) attached: Passport  Driving License  One Utility Bill

*\*(under 3 months excluding mobile phone bill)*

### **FUNCTION DETAILS**

Date of function: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of function: \_\_\_\_\_

Time required: \_\_\_\_\_ (available till 11.30pm – music must stop at 11pm)

Total hours: \_\_\_\_\_ (extra time will be charged at double rate)

Attendees: \_\_\_\_\_ (maximum 300 seated)

#### **Important:**

1. Provisional verbal bookings will be valid for only 10 days. To confirm the booking, a signed copy of this form together with the £500 deposit (£300 for DMMUK member who must be a member for minimum 30 days before the date of booking), should be received within this time. (If a DMM member books hall for non-members then the full deposit price will be charged. **Membership will be checked**)
2. For Health and Safety reasons, if guests exceed 300 persons at the function, the deposit will not be refunded.
3. Non-compliance with music restrictions and noise levels, deposit will not be refunded.
4. Hall will be opened 1 hour before booked time and we kindly request that it be cleaned and closed within the booked time at the end of the function.
5. **Any extra time, without prior agreement, will be charged at double rate and deducted from deposit.**

#### **Method of Payment** (please tick as appropriate):

BACS  Pay directly into HSBC Bank Plc, Sort Code 40-05-21, Account Number 51136739, quoting your Name & Date of Booking

Cheque  Payment by cheques made payable to DARJI MITRA MANDAL OF THE UK



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### Important information to read before hiring the Darji Pavilion

Hours of hiring	9am - 11pm (Sun – Thurs), 9am - 11.30pm (Fri & Sat)
Minimum Hire	Five (5) hours
Hiring condition	Booking times must include preparation, clearing and cleaning time
Booking conditions	Verbal booking valid for 10dys. If form & deposit not received within time, provisional booking will automatically lapse. (If a DMM member books hall for non-members then the full deposit price will be charged. <b>Membership will be checked</b> )
Deposit required	£500.00 per booking (£300 for DMMUK member who must be a member for minimum 30 days before the date of booking)
Refund of deposit	After satisfaction of terms & conditions of hall hire
Full hire charge	Paid 1 month prior to the function date
Over run & short notice extra time	Any over-run & short notice overtime will be charged at double rate, and will be deducted from deposit held Cancellation policy see note 21 of the terms & conditions, on page 4
Capacity (maximum)	300 people (seated)
Size of hall	4,240 square feet (no changing room facility available)
No of tables and chairs	30 round tables (5 feet diameter) and 300 banqueting chairs
Stage	24 x 10 feet
Non-compliance with maximum guests	Deposit will not be refunded
Non-compliance with music restrictions*	Deposit will not be refunded
Breach of other terms & conditions	Deposit will not be refunded
Kitchen available for use	Yes, for warming food only
Car park space	30 cars, including 6 disabled car park spaces with disabled Access from the car park
Licensed wedding venue	Yes (only when held with religious wedding ceremony)
Licensed Bar (Sale of alcohol to guest prohibited, and NOT allowed under any condition)	No and there is a corkage charge for serving own drinks
Fridge	Yes
Disabled person's toilet	Yes
Heating	Yes
First Aid Services	Please note clause P on the Terms and Conditions
Restrictions:	Music (Noise level) MUST STOP at 11 pm No beef or beef products allowed on the premises
Caterers:	Details provided on separate form.

#### **Additional Information:**

- The building has a No Smoking policy.
- All music is monitored and must be supplied through the monitoring system. **Use of Dhol after 9.00 pm is not permitted on our premises. Bypassing the monitoring system is NOT permitted and can cause damage to the electrical system.** Hirer will be responsible for any costs & Deposit will not be refunded
- Hirers must bring their own cleaning products ie washing up liquid, black bags etc.
- Table covering must be used on hall tables being used  
All windows and doors are to remain closed and only to be opened in an emergency.
- Smoke machine not allowed.
- Only 15 black bags will fit in one big bin.
- The person hiring the hall is responsible for ensuring that noise doesn't cause a nuisance to local residents as by local by laws.
- Charities must enclose a letter headed paper to qualify for the Charity discount



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## DECLARATION

I the hirer have read the enclosed Information page, understood the Terms and Conditions of hiring the premises and responsibilities attached and will abide by the regulation of the DMMUK.

I have especially noted the restriction relating to the noise level and will ensure that the noise will not cause nuisance to the local residents. I fully understand that the deposit will only be refunded upon receipt of a satisfaction report from the caretaker.

Signed by: \_\_\_\_\_  
The Hirer

Signed by: \_\_\_\_\_  
On Behalf of DMMUK

Full Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Contact details: \_\_\_\_\_

Contact details: 079560401599

Date: \_\_\_\_\_

Date: \_\_\_\_\_