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Enfield Voluntary Action (EVA), Community House, 311 Fore Street, Edmonton, N9 0PZ

## **EVA COMPUTER SUITE - TERMS & CONDITIONS OF HIRE**

1. The signatory (hirer) to a booking has to be at least 18 years of age.
2. No booking will be accepted without a fully completed booking form. Full payment is required on booking. EVA reserve the right to consider bookings cancelled if the full due payment is not received. Cancellation charges may apply if a booking is cancelled within 48 hours of the meeting date. These cancellation charges are 50% of the booking charge. All cancellations and requests for changes to bookings must be made in writing (E-mail or Letter).
3. EVA may cancel the booking at any time.
4. Bookings cannot be made with less than 48 hours' notice.
5. Each hirer needs to provide a Health and Safety Policy before booking can be confirmed.
6. Public Liability Insurance must be held by all hirers, and certificates must be provided before booking can be confirmed.
7. The maximum capacity numbers for the EVA Computer Suite is 5 trainees and 1 Trainer.
8. No food or drink, other than bottled water, is allowed in the IT Suite at any time.
9. The hirer shall not interfere with any part of the premises, nor fix or cause to be fixed, any apparatus, equipment or decoration without the written permission of EVA.
10. Software Licensing: EVA's computers are preloaded with Microsoft Office 2010. Clients may provide their own software on condition that they own adequate licences to use it and will indemnify EVA against all losses caused through breaches of copyright. Software may not be loaded without EVA's prior agreement. You will need to provide the software in advance, by arrangement with EVA staff, to enable virus checking and loading onto the computers. EVA reserves the right to refuse the loading of software if it is deemed inappropriate by EVA.
11. Cabling & Connections - Clients may not disturb, disconnect, or change the cabling and connections in the room. In the event of any problem EVA's Staff will endeavour to address it immediately.

Company Limited By Guarantee (England and Wales). Registered Office as above.  
Company Registration : 3755382. Charity Registration : 1077857.



12. All visitors to Community House need to sign in. Visitors who bring their car will need to ask for a visitors permit to display in their dashboard. Cars without permits are liable for £100 parking fine. No warnings will be issued.
13. Access to the Room may not be permitted until the time of the booking. Please contact EVA's Main Office on 020 8373 6268 to confirm opening hours, details of access and any other approval required.
14. All bookings are taken on a first come first served basis and subletting is not permitted.
15. EVA requires a minimum of 48 hours' notice of any changes to the booking.
16. The hirer must vacate the room at the time agreed or a surcharge will apply.
17. The room and any other areas used, should be left clean and tidy at the end of the hire period. Failure to do so will result in an invoice being sent for the cost of the cleaning.
18. Smoking or the consumption of alcohol is not permitted in the EVA Computer Suite.
19. Any repairs required as a result of damage to the Computer Suite and/or equipment caused by the hirers will be payable by the hirer.
20. The hirer must ensure that any additional electrical equipment which they bring/hire to use in the Computer Suite is Portable Appliance Tested (PAT).
21. EVA does not accept responsibility for loss or damage to any property belonging to the hirer or their party whilst at Community House and the use of the venue is at the users own risk.
22. The hirer is not permitted to remove any item belonging to EVA from the site.
23. The hirer and their guests are required to comply with all current health & safety regulations, legislation, notices and policies of the premises, including fire evacuation procedures. Failure to abide by the venue's policies, or if there is any anti-social behaviour, including verbal or physical abuse which occurs whilst using EVA's IT Suite may result in the immediate termination of the booking without refund.
24. The hirer must be present at all times and must ensure that the attendees are aware of fire regulations (as attached). If the hirer wishes to leave the room you must ask for the room to be locked by EVA personnel.
25. Noise levels must be managed appropriately.
26. No pets are permitted within EVA with the exception of Guide Dogs.

EVA reserves the right to make changes to these terms and conditions up to and including the date of hire. The Hirer will be notified of any changes made.

Failure to comply with these terms and conditions will result in the forfeiture of your payment and may result in an additional financial penalty and/or refusal of further use.