

Brixton Windmill Centre
100 Blenheim Gardens, SW2 5DA

Terms and Conditions of Hire

Background

The Friends of Windmill Gardens (FoWG) is a local residents' group that was set up in 2003 to campaign for the restoration, preservation and enhancement of Brixton Windmill and Windmill Gardens. We are a registered charity, with the following aims:

- to support the restoration, preservation and continued use of the Grade II* listed windmill
- to provide a unique education facility for schools and the local community that will put the windmill and its history into context
- to enhance the park by creating a green oasis to benefit local residents – adults, young people and children – and attract visitors and windmill enthusiasts from further afield
- to provide community events that bring local people together to celebrate and enjoy this unique historic building and open space

The Brixton Windmill Centre was completed and opened in Spring 2020 and this document lays out the terms and conditions of hire. Agreement and adherence to these terms and conditions are accepted on payment of the hire fee.

Booking Enquiries

1. Booking Enquiries must be submitted to Friends of Windmill Gardens not less than seven working days before the date on which the hire is required, subject to availability. FoWG may consider making exceptions to this condition in the event of urgency or emergency.
2. The person agreeing to this document shall be the Hirer who shall be over 18 years of age and is responsible for adhering to these terms and conditions of hire.
3. All booking enquiry applications for the use or hire of Brixton Windmill Centre are to be made in writing through the current application portal or form found at www.brixtonwindmill.org
4. Venue hire confirmations are issued only after all conditions are met, all relevant documentation has been approved, and all fees have been paid in full.

General Terms and Conditions of Letting

Brixton Windmill is a Grade II* listed building and it's surroundings are an historic asset. Hirers are required to pay due care and attention whilst using the facilities.

1. The times agreed in the booking confirmation for the hire of the centre shall be strictly complied with, this includes set up and take down.
2. The Hirer shall on conclusion of the hiring ensure that the Premises are left as found, clean and in good order including returning all furniture used to the storage space and shall keep a photographic record of any issues and send to FoWG staff within 24 hours of the event. Any damage, breakages, or other maintenance issues must be notified to FoWG immediately. Failure to do so may result in the loss of some or all of the security deposit.
3. The Hirer will comply with the capacities and any other requirements provided with these conditions. Overcrowding is strictly prohibited and it is the responsibility of the Hirer to ensure that numbers are not exceeded. The Hirer is responsible for all health and safety issues in connection with the event taking place in Brixton Windmill Centre, including stewarding and security and must comply with all relevant legislation and regulations in respect thereof.
4. If the Hirer intends to provide entertainment or activity for children they must provide suitable numbers of adult supervisors throughout the period of hire as specified by the Council in order to prevent overcrowding, unauthorised access of the public and to take all reasonable precautions to ensure the safety of children.
5. No alterations to the structure of the fabric of the building, it's furnishings, fittings or grounds may be made by the hirer under any circumstances.
6. Friends of Windmill Gardens reserve the right to escort any unruly guest from the premises or take any action deemed necessary and appropriate to protect the premises, contents or staff in the event of being threatened in any way by the actions of the hirer, their guests, caterers or contractors.
7. If Friends of Windmill Gardens are required to cancel a booking due to necessary construction or maintenance works, the hire charge, security deposit, and any monies paid to Friends of Windmill Gardens for that booking would be repaid in full.
8. No synthetic confetti, rice, helium balloons, candles, party poppers, spray string or fireworks of any kind are permitted either within Brixton Windmill Centre, Brixton Windmill or their surroundings.
9. Candles and naked flames are not permitted on the premises. This includes cooking equipment with gas or naked flames.
10. No animals (with the exception of guide/assistance dogs) are to be brought into Brixton Windmill Centre or Brixton Windmill.
11. It is illegal to smoke within any public building and strongly discouraged within Lambeth open public spaces and parks. No smoking is to take place at Brixton Windmill Centre, Brixton Windmill or Windmill Gardens. This includes the use of e-cigarettes and vaping.

12. The capacity of Brixton Windmill Centre is a maximum of 60 people. This includes staff, volunteers and those assisting with the hire as well as the total number of guests.
13. Where a function takes place during the event, guests must vacate the premises by 10pm.
14. Live music must cease by 9:45pm in line with our license.
15. All marquee and hire activity in the grounds of Windmill Gardens must be applied for in advance to Lambeth Council with a Temporary Event Notice.
16. The grounds of Windmill Gardens are open to the public during daylight hours and this access cannot be restricted by any hire activity unless agreed within a Temporary Event Notice.
17. All activities taking place in Brixton Windmill Centre must be in line with the core values and objectives of Friends of Windmill Gardens including but not limited to:
 - i. Ensuring access to all with no discrimination on grounds of race, ethnicity, gender, age or otherwise
18. Character of functions/display materials:
 - a. FoWG will have the right to stop any performance, dance or other function which we consider to be of an objectionable nature. It shall be for us to decide whether something is of an objectionable character.
 - b. FoWG shall be entitled to prevent you from bringing into Brixton Windmill Centre, Brixton Windmill or Windmill Gardens or displaying in the site any item that we consider offensive.
19. Brixton Windmill Centre will not be available for public or private meetings with political, religious, or any other content which does not accord with the Friends of Windmill Gardens' values or is contrary to current advertising, sponsorship, equalities and prevention of terrorism legislation and regulations. Organised acts of religious worship will not be considered.
20. No gambling of any kind will be conducted within Brixton Windmill Centre, Brixton Windmill, or Windmill Gardens.
21. The Friends of Windmill Gardens may refuse to allow any article or appliance which is considered to be dangerous or offensive to be brought into Brixton Windmill Centre or Brixton Windmill.
22. It is strictly forbidden to bring into Brixton Windmill Centre, Brixton Windmill or Windmill Gardens any banned drugs or other illegal substances or so called "Legal Highs" and the Hirer must take all reasonable steps to prevent such consumption. Failure to adhere will result in the event being shut down and the Police being called.

Sustainability

Friends of Windmill Gardens (FoWG) acknowledges the connection between our climate and other environmental crises and the threat of current and future homelessness, disease, destruction of biodiversity, food and water shortages and poverty for millions of people around the world, as well as the major damage being caused to our natural ecosystems.

It therefore recognises its responsibility to reduce its carbon and environmental footprints and formally commits itself to being an environmentally responsible charity. The actions to carry this forward are laid out in our Sustainability Policy, created in line with that of Lambeth's and are applied to all activities including venue hire. Specified in our Sustainability Policy is a commitment to ensure that all current and future suppliers, staff, and partners adhere to our values and standards and can provide evidence of this upon request. This also applies to hirers and any services they engage including caterers and entertainment.

1. In agreeing to the terms and conditions of hire the Hirer also agrees to adhere to the Friends of Windmill Gardens Sustainability Policy which will be provided along with a copy of this document on confirmation of the booking and payment.
2. The Hirer is responsible for cleaning away all event debris and litter from the events and this includes ensuring they have adequate refuse and recycling bags for use. All rubbish and recycling must be removed from the venue.

Charges

1. Payment must be made in full via online payment for bookings to be confirmed.
2. Alternative payment can be made by invoice or cheque on request. Cheques must be made payable to Friends of Windmill Gardens.
3. An additional security deposit cheque is required in the sum of £150 for all events. This will be requested with booking confirmation and will be kept by Friends of Windmill Gardens in the event of any damage to the building, grounds, fixtures and fittings, or in the event of extra cleaning being required or the hire exceeding the agreed booking timings.

The cheque will be returned once an inspection of the premises has been carried out and Friends of Windmill Gardens reserves the right to invoice the hirer for any additional sums required.

Catering Guidelines

1. The contact name, telephone number and email address of any caterers engaged by the hirer should be passed on to Friends of Windmill Gardens staff.
2. Caterers should be able to provide a high level of food hygiene rating as recognised by the local authority.
3. The kitchen facilities include a baking oven, commercial three minute cycle dishwasher, fridge-freezer, and sink all of which are available for use by the hirers.
4. All equipment, crockery and cutlery used by the hirer and caterers must be left in the clean and stored state at the end of the function that it had been provided in at the start of the function.

5. The catering equipment must be used in a safe manner and in line with the manufacturer's instructions. It is recommended that caterers hosting full sit down meal provision visit the venue prior to the function to acquaint themselves with the layout and equipment needed.
6. There is very little storage available at the Centre; it is therefore preferable that the caterer brings everything on the day and removes it immediately afterwards.
7. The caterer must remove all rubbish at the end of the event. Brixton Windmill Centre has no facility for removing rubbish of this nature.
8. The kitchen should be cleaned before the caterer vacates the premises.
9. The caterer must not block fire exits.
10. Preparation must be carried out within the hire time unless extra time has been included in the booking. Clearing up must be completed within the hire time or an extra charge will be incurred.
11. Hirers may not sell alcohol within Brixton Windmill Centre or Brixton Windmill.
12. Any particular catering requirements should be discussed with Friends of Windmill Gardens prior to the event.

Access and Parking Facilities

1. Vehicle access to Windmill Gardens, Brixton Windmill Centre and Brixton Windmill is extremely limited. Any equipment drop off via Blenheim Gardens should be discussed with Friends of Windmill Gardens in advance.
2. There is no on-site parking. There is limited on-street parking on surrounding roads but from Monday to Friday 8.30am to 6.30pm you have to pay parking charges as signposted unless you have a valid permit. Parking at other times is free. If you are using satnav, the postcode is SW2 5DA.
3. Brixton Windmill Centre is situated in a residential area; guests are requested to leave the premises as quietly as possible.

Facilities

1. The Centre lavatories are available for the use of hirers and their guests.
2. The Centre is fully accessible and has a disabled lavatory.
3. The office and storage spaces are out of bounds unless otherwise arranged.
4. Use of electrical appliances permitted but the hirer must ensure that the equipment is safe.
5. Access to the Centre's public Wifi is available for hirers and guests but must be used in accordance with fair use and relevant internet activity.

Music

If music will be played, please note that it must cease by 9:45pm and Friends of Windmill Gardens must be notified of the type of music in advance.

Cancellation Policy

If a cancellation is made six months prior to the hire the balance paid by the hirer will be returned.

If a cancellation is made less than six months prior to the hire the balance will be retained by Friends of Windmill Gardens.

Please note: These terms and Conditions are subject to change.