



Kennington Park Community Centre, 8 Harleyford Street, SE11 5SY

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Hiring KPCC Oval for parties and socials - 2023

We want to ensure that you, your family, friends, and guests have a good time when you hire our Centre for a party or social event.

Here's some information you may find helpful.

This Guide should be read alongside the Centre's Conditions of Hire.



The following applies to all parties or social events.

1. Parties or social events may only take place on Saturdays and must finish no later than **9pm**, at which time your music must be switched off, the lights on and, apart from those clearing up, all guests should be leaving.
2. Additional time will be allowed of up to 30 minutes before, and up to 30 minutes after, for preparation and clearing/cleaning up. If you want longer, you will need to include it in your booking.
3. The capacity of the Main Hall is restricted to a maximum of 60 people, and a further 30 may be accommodated in the outside courtyard. If the Community Room is also booked for additional space its capacity is no more than 10 people.
4. Hirers are responsible for ensuring windows and doors (including external exit doors) are kept open as much as possible to aid ventilation; and for ensuring all external exit doors are firmly closed before departure.

5. The radiators can be switched on and off individually by turning the valve at the side. Please turn off before departure.
6. Hirers are responsible for leaving the venue (including toilets and kitchen) clean and tidy. This includes taking all rubbish away, wiping down and safely stacking all chairs and tables, and wiping down all surfaces and equipment before and after use.
7. No alcohol is permitted on the premises or in the courtyard at any time.
8. Covid is still with us. Please take precautions to keep everyone safe by socially distancing, using hand sanitiser, and encouraging adults to wear masks.



Some of your questions answered

There is no parking on the Estate.

One of our volunteers or staff will open and close the venue. They will explain how everything works, and give you a contact number in case of problems. Let us know in advance what time you want to access the venue. We usually open 30 minutes before your booked start time. If you want longer to decorate/get organised, please take that into account when you book.

There is a cooker, fridge/freezer, two microwaves and a hot water urn. There is also crockery etc. Please wash up afterwards and take all rubbish out to the large bins on the Estate.

There are 21 tables of various sizes and over 100 chairs.

There is a PA system for iPods or speeches, and a projector/TV for slide shows or presentations. Make sure to book them in advance. There may be a charge of £25. You will be responsible for any damage.

You may have a small bouncy castle in the Hall but not outside. You need our written permission in advance. We will want details of the company providing the castle, evidence of adequate public liability insurance and the ability to correctly supervise usage. There is an additional charge of £25 for the erection of inflatables in the Hall.

Once your hiring agreement form has been accepted by KPCC, we will invoice you. The invoice tells you how to pay. There is a refundable deposit of £100 which must be paid within 7 days of the issue date of your invoice. Your full hiring charge must then be paid at least 14 days before your booking.

Discounts are only available to Kennington Park Estate residents. The booking must be in the name of the resident, who will be responsible for payment and meeting all our conditions. They must be present at all times during the function. Proof of residency may be required.

Do not use Sellotape or Bluetack on the walls (white Bluetack is okay) and do not put stuff on the window blinds. It must all be removed when you leave. If you are having a gender reveal party or similar, please ensure any fireworks, bombs or similar do not contain paint or dye.

As long as everything is fine, your deposit will be refunded on Monday.

Non-compliance with any of KPCC's health and safety requirements will result in the loss of all or part of your deposit and a ban on any future bookings. You may also be charged for the cost of any additional cleaning required as a result of your use of the Centre. All or part of your deposit may also be retained if you cause any damage or overstay your finish time.

Got more questions? Go to <http://kpccoval.org/faq/>

