

Islington Ecology Centre

Terms and Conditions of Weekend Hires

Payment

We hire out the Ecology Centre for weekend events such as children's parties. There are two slots available – morning and afternoon.

Hire times	Cost including VAT
Morning (10am – 1.30pm)	£198
Afternoon (2pm – 6pm)	£222
All day (8 hours)	£360

Capacity

There is a maximum capacity of 80 people allowed in the building at any one time. Numbers must be strictly observed due to fire regulations. We have roughly 45 chairs and 12 trestle tables.

Access times and setting up/clearing away

Our caretaker will be at the centre at the start of your hire to let you in. They will remain in the office throughout the event and will lock up at the end of your hire.

If your hire starts at 10am, you can only get access to the building at 10am. If you need an hour to set up, please factor this in and ask guests to arrive at 11am. Equally, if your hire ends at 1.30pm, you must be out the door at 1.30pm. We will likely have another party starting after yours.

Please ensure you leave enough time to tidy up before you leave and leave the centre as you found it.

Environmental protection

As an Ecology Centre, we want to ensure that parties protect the environment. Please try to minimise waste e.g. have recyclable or reusable tablecloths, use our plates rather than throwaway plates, ensure recycling is sorted correctly, use our food waste bins for scraps and use alternatives to balloons.

Cleaning

The hire fee includes cleaning costs, but you are responsible for tidying up after your event. Please put rubbish into the correct bins, load the dishwasher and stack tables and chairs away if they are clean.

Please take away all personal items at the end of your event, unless otherwise agreed e.g. do not leave leftover food or drink in the fridge. Please take leftovers home or dispose of in the brown food waste bin.

We reserve the right to levy additional cleaning charges of £60 should this be necessary. All damages to the building or losses will also be charged for.

Display and decoration/putting up workshop materials

Balloons are **not** allowed, as they can harm wildlife.

You can hang decorations on the wires on the classroom and foyer walls. Please provide your own pegs or clips to attach decorations to the wires. **Do not attach anything to the walls themselves as it damages the paintwork.**

Do **not** hang decorations from the ceilings, as they can set off the burglar alarm.

Please do not move our displays without our permission.

Bouncy castles

We do not allow bouncy castles in the centre or the park.

Access areas

Your hire covers the whole Ecology Centre building except the downstairs and upstairs offices. We have two gender neutral toilets and one disabled parking bay. The Ecology Centre is fully wheelchair accessible.

The park surrounding the centre is **not** included in your hire. You can use the park alongside other visitors, but please do not run activities that stop the general public from enjoying the park. Every outside area must remain open for all.

Kitchen and catering

You are welcome to use the Ecology Centre's kitchen. There is filtered tap water, an oven, hob, microwave, dishwasher, kettle and urn. The following crockery and cutlery is available:

40 x glasses of mixed sizes (we do **not** have wine glasses)

45 x large plates

55 x small plates

35 x sets of cutlery

60 x mugs

10ish x small bowls

7 x large serving bowls

6 x large serving platters

12 x plastic plates

20 x plastic glasses

You may also use private catering companies to deliver/cook food for your party.

Wifi and speakers

There is free wifi available in the centre. The password can be found on signs in the foyer and the classroom (on the whiteboard).

We have no speakers available so you must bring your own. Please take into consideration other park users and our neighbours when playing music.

Arsenal home matches

It is your responsibility to check that Arsenal home matches are not happening on the date of your party. The staff at the Ecology Centre will do their best to let you know but matches can be changed last minute and we may be unaware.

If there is a match, the roads around the stadium, including Drayton Park, are shut to traffic two hours before kick-off and two hours after the final whistle. This means you cannot drive into or out of the Ecology Centre during these times. Local public transport and the streets around the stadium are also a lot busier. However, the park will be closed to the general public meaning you will have the park to yourselves.

Parking

The Ecology Centre has a very small car park that can fit around 3 cars. One space is a disabled parking space. We cannot guarantee that these spaces will be available on the day of your party.

Smoking and Alcohol

Smoking is not permitted inside the building. Sensible consumption of your own alcohol is permitted but not the sale of alcohol.

Licensing

The Ecology Centre is hired out for meetings, training events and private celebrations only. It is not licensed for public entertainment. Any celebration or event involving any form of entertainment* must be PRIVATE, i.e. prior invitation only. You should have a list of who has been invited and not allow entry to any uninvited people. It must not be advertised or promoted in any way and it must not be carried out for profit or gain.

*Entertainment means music, dancing, drama, film, video, karaoke, sports or games either for guests to watch or join in.

Safety and security

The named hirer (who must be over 18 years of age) must be present in the building throughout the period of hire.

The rear decking area, the foyer and conservatory are public areas, so hirers choosing to leave classroom doors open must monitor who enters the building.

Hirers must ensure a suitable ratio of adults to children to maintain adequate supervision, especially if children play outside near the ponds.

Heating/cooking appliances must not be brought into the building.

Fire exits must be kept clear.

Refunds and cancellations

We have a 10-day cancellation and refund policy. **If you cancel your event 10 days or less before your event, we will not refund you.** If you cancel more than 10 days ahead of the event, you will get your full booking fee returned.

If you have any queries about these Terms and Conditions of Hire, please do not hesitate to contact us on 020 7527 4374 or ecologycentre@islington.gov.uk

Venue Photos

Main hall





Kitchen





Foyer





If you would like this document in large print or Braille, audiotape or in another language, please telephone 020 7527 2000.