



Conditions of Hire

Welcome to the Nancy Reuben Hall – we are pleased that you have chosen this venue and hope that you enjoy using the facilities at your event. It is available for use for a wide variety of types of functions. We have as few rules as possible, but ask you to adhere closely to them – they form part of the conditions of hire and are in the interests of maintaining effective health and safety procedures. Please read them carefully.

Kashrut

The Nancy Reuben Hall is one of the few venues that permit any caterer approved from the list of London's Orthodox Kashrut authorities to make use of the dining facilities. The client is therefore requested to take careful consideration when making the booking to ensure that all conditions are met and adhered to. For a full list of certified caterers of the Sephardi Kashrut Authority, London Beth Din or Kedassia Kashrut Authority, please contact each office directly.

Terms and Conditions of Hire

As Hirer of the Nancy Reuben Hall, you agree:

1. That the person signing the Booking Form and any principals for whom the signatory acts, shall not sublet the Hall or any part thereof. The deposit must be paid at the time of hiring and no engagement will be booked until the payment has been made and the Conditions of Hire accepted.
2. Not to use the Hall for any other purpose or in any manner other than as specified in the application.
3. That authorized personnel and officers of the Synagogue shall at all times be entitled to free access to any and every part of the Nancy Reuben Hall.
4. That the hire of the Nancy Reuben Hall does not entitle you to use or enter the premises at any time other than the specific hours for which the Hall is hired unless prior arrangements have been made with the Events Coordinator.
5. To ensure that the following Attendance Limits are maintained:
 - i. Seated around tables (180)
 - ii. Theatre style (200)
6. A Security Officer employed by Od Yosef Hai has to be present for the whole duration of each function. The security charge is £15 per hour plus VAT.
7. The Function must finish by the time agreed and any music or general noise must be stopped or reduced to an acceptable level (by 11.00 pm) to avoid any disturbance to the surrounding area.
8. Before the start of an event, to make yourself aware of the location of Emergency Exits – which must be left clear. Chairs or obstructions must not be placed in corridors or fire appliances removed or tampered with.
9. Smoking is prohibited in all areas of the building.
10. No bolts, nails, tacks, pins, screws or adhesive shall be driven into or fixed to any part of the accommodation of the furniture or fittings thereof; and shall not erect any structure or stand in any part of the Hall, or make any alterations or additions shall be made to the lighting, heating, fittings, or fixtures – except with the previous consent in writing of the Events Coordinator.
11. To be held responsible for the cost of making good any damage occurring to the Nancy Reuben Hall or its contents during the hire period.
12. To ensure that no alcoholic prizes are offered to those under age at raffles. Sale of intoxicating liquor is prohibited on the premises (unless a license is obtained from the local authority).

13. MIXED DANCING IS ABSOLUTELY PROHIBITED. The Office reserves the right to halt any function without compensation in pursuance of this requirement.
14. No copyright, dramatic or musical work shall be performed or sung without the license of the owner of the copyright and all such licenses shall be produced to the Office before the commencement of the hiring. You hereby indemnify the Institution against any infringement of copyright, which may occur during the hiring.
15. The Office shall not be liable to pay any damage or compensation in the event of the hiring being prevented or curtailed by any emergency, accident, breakdown of machinery, electricity supply or heating apparatus, or any flood, fire, riot, act of God or of the Queen's enemies or force majeure.
16. The Office shall not be under liability or responsibility for any loss, theft or damage of, to any goods or property belonging to you, or of any other person, left deposited or brought into the Nancy Reuben Hall or left or deposited with any Officer or Servant of the Institution. You hereby indemnify the Office and Events Coordinator or other personnel, against any claim or demand whatsoever in respect of any such loss, theft or damage as aforesaid.
17. To take every precaution for the prevention of accidents to any person during or in connection with the hiring and shall indemnify the Office, the Events Coordinator and other personnel from all actions, claims, expenses and demands whatsoever arising and which, but for the hiring or breach of any of these conditions, would not have occurred.
18. That all requests for a postponement or cancellation of the hiring must be in writing and delivered to the Office as soon as this eventuality is known. Should the Nancy Reuben Hall not be relet for the date of the function, the whole of the fees will be payable by you. In the event of the Nancy Reuben Hall being relet, you will be charged the difference between the full fee which he would have paid and the fee received by the Office from the person to whom the Nancy Reuben Hall has been relet.
19. The Office reserves the right to terminate the booking agreement at any time, without refund of money, especially if the behaviour of any user is considered unacceptable or if the number of users exceeds the Attendance Limits; or for the use of the Nancy Reuben Hall for some other purpose which the Office in its absolute discretion deems urgent.
20. To leave the Nancy Reuben Hall in a clean and orderly condition and shall stack and clear away all tables, chairs etc., to the reasonable satisfaction of the Office and in default will pay the cost of clearing and cleaning. If not satisfied with the condition at the beginning of the hiring period, you should register this immediately with the Events Coordinator. ALL RUBBISH MUST BE REMOVED BY THE CATERER.