

# Shoreditch Trust Healthy Living Centre Hirer Information Pack



The Healthy Living Centre  
170 Pitfield Street  
London  
N1 6JP

## About the Healthy Living Centre

The Shoreditch Trust Healthy Living Centre is a space for everyone in Hackney who believes in health and wellbeing for all, sustainable social change, advocacy and reducing health inequality.

The accessible, low-cost space on the lower ground floor of the building is available for hire by charities, social enterprises, community groups and not-for-profit organisations, with reductions in hire costs for charities. We offer:

- Spaces for 2 – 25 people.
- A community kitchen for hire.
- Room hire by the hour or day.
- Daytime, evening and weekend hire (additional staffing and cleaning costs may apply).
- Unlimited wifi.
- Secure entry phone system.
- Accessible lift, toilet and shower on site.
- Baby changing facilities.
- Laundry facilities.
- A kitchenette with tea and coffee.

The Centre, in the heart of Hoxton and Shoreditch, is close to bus routes 394, 141, 76, 67, 149 and 242, and a 15 minute walk to Hoxton Overground or Old Street Underground stations. [Click here for a map.](#)

When you hire space at the Healthy Living Centre, you are supporting Shoreditch Trust's work with people across Hackney who are facing challenging circumstances

## About Shoreditch Trust

Shoreditch Trust is a health and wellbeing charity in Hackney. We support women and children, young people and people with long term health conditions through group and one-to-one support, peer mentoring, training and community activities. We reach 2000 residents a year, supporting people to create a happier, healthier future for themselves. Our work includes:

- Chef training and support for young people in a live restaurant kitchen.
- Peer mentoring, advice and groups for pregnant woman and new mums who are facing extra challenges.
- Graded walking groups, links to local activities, befriending and support for people managing long term physical and mental health conditions
- Cooking groups, creative classes, wellbeing courses, benefits advice and delivery meals for anyone in need.
- Community involvement and volunteering activities for local residents.

Shoreditch Trust also runs social enterprise training restaurant [WaterHouse](#) which is available for catering, and [affordable workspaces](#) across Hackney.

## Contact and Bookings

Whether you are looking for a venue for a meeting or a small conference or a space for regular workshops or therapy sessions, we can accommodate. To view the centre, and discuss any requirements

Contact us: [hlc@shoreditchtrust.org.uk](mailto:hlc@shoreditchtrust.org.uk) or call **020 7033 8500**.

Find out more: [www.shoreditchtrust.org.uk/healthy-living-centre](http://www.shoreditchtrust.org.uk/healthy-living-centre)

## The Hackney Room – (maximum capacity: 25)



### Description

A bright, flexible space with sliding doors onto the terrace area. The room adjoins the community kitchen adjoins the room and is separated by a metal shutter. The room is frequently used for larger meetings, workshops, exercise classes and cooking groups.

### Capacity

Boardroom style: 14

Theatre style: 25

Exercise class e.g. keep fit, yoga: 10

### Facilities

- Tables and chairs
- T.V monitor
- Soundbar
- Webcam
- Wifi
- Access to a kitchenette, showers and toilets

### Natural light

Yes

### Quoting Prices:

£30 +VAT per hour

£180 +VAT full day hire (9am to 5pm)

## The Shoreditch Room - (maximum capacity: 15)



### Description

A neutral, flexible, space, ideal for group exercise and group therapy sessions, workshops and meetings.

### Capacity

Boardroom: 12

Theatre: 14

Exercise class e.g. circuits or yoga: 6 people

### Facilities

- Tables and chairs
- T.V monitor
- Soundbar
- Webcam
- Wifi
- Access to a kitchenette, showers and toilets

Natural light: No

### Quoting Prices:

£25 +VAT per hour

£150 +VAT full day hire (9am to 5pm)



## Hoxton Studios - (maximum capacity: 4)



Hoxton Studio 1



Hoxton Studio 2

### Description

These small, bright studios overlook the terrace and its mirrored mosaic. They are suitable for one-to-one talking or physical therapies, or small meetings.

### Capacity

Small meeting: 4

Physical therapy e.g. physio, osteopathy: 2

Talking therapies: 3

### Facilities

- Desk and 2-4 comfortable chairs.
- Wifi
- Access to a kitchenette, showers and toilets
- Access to hydraulic massage bed

Natural light: Yes

### Prices:

£15 +VAT per hour

£90 +VAT full day hire (9am to 5pm)

## Healthy Living Centre Wifi:

Username: Shoreditch Trust HLC  
Password: 120Rsmn!

## Safeguarding

### Shoreditch Trust Safeguarding Leads

If you have any immediate safeguarding concerns, you can contact any of the following people:



Laura Prikken  
020 7033 8526  
07436 790 140



Femi Ade Davis  
020 7033 8539  
07584 427 724



Jane Lavelle  
  
020 7033 8524  
  
074 4367 0634

## City and Hackney Safeguarding contacts

### Worried about a child?

City of London Children and Families:  
020 7332 3621 or 020 8356 2710 (out of hours)

Hackney First Access and Screening Team:  
020 8356 5500 or 020 8356 2710 (out of hours)

## Worried about an adult?

	City of London	Hackney
Adult Social Care	020 7332 1224	020 8356 6262
Adult Learning Disability Service	020 8356 7444 / 7400	020 8356 7444 / 7400
Adult Mental Health	020 8510 8011	020 8510 8011
Domestic (Violence and) Abuse Team	020 7601 2940 (Public Protection Unit)	020 8356 4458 / 9
Substance misuse	0300 303 2715 (Square Mile Health)	0300 303 2611 (WDP)



## Room Hire Terms & Conditions

**"Healthy Living Centre" and "the Centre"** shall mean the Large Group Room, Small Group Room, Room 1, Room 3 and Room 4 and facilities at Shoreditch Trust Healthy Living Centre, 170 Pitfield Street, London, N1.

**"The Management"** shall mean Shoreditch Trust.

**"The Hirer"** shall mean the person or persons signing the Booking Form produced by Shoreditch Trust.

**"The Hire Period"** shall mean the period/times on the day of hire specified on the Booking Form for the Centre.

- The Hirer shall not sub-let the Healthy Living Centre or any part thereof.
- The Hirer is responsible for collecting from the lockbox and safely placing them back after use.
- The Property of the Hirer or his agents must be delivered on the day of the Hire Period and removed from the Centre by 10.00 pm on the day of the hire. Any time before or after these hours must be authorised by The Management. The Hirer must not presume that there is access to the Centre either side of The Hire Period. Any unauthorised access will be limited and all terms and conditions apply when present at the Healthy Living Centre at all times.
- The Hirer is responsible for all damage to the Centre and to any property in the Centre occurring during The Hire Period and during authorised access to the Centre, however caused. All breakages or other damage occurring during authorised access must be reported within 24 hours and paid for to The Management immediately (please note costs for any breakages or damage to items that cannot identically be replaced will include costs for any duplicate or replacement items.)
- The Hirer must take all reasonable care for their own health and safety, and for the health and safety of others who may be affected by their actions, omissions or the use of equipment. The Hirer and any persons/appointed Contractor working on their behalf must comply with all relevant health and safety legislation and any measures implemented by Shoreditch Trust.
- The hirer must conform with all Shoreditch Trust Fire and Health and Safety policies and procedures as outlined by the management.
- No external electrical items may be used unless PAT tested.
- The Hirer must ensure that at no time do they or any of their guests or contractors block, cover up or interfere with any emergency exit.
- The Hirer shall notify the Shoreditch Trust representative immediately in the event of any incident occurring during the event/hire, where that incident causes any personal injury or any damage to property.
- The Hirer must ensure any minors are supervised by persons that have undergone appropriate checks and clearance procedures (e.g. CRB).
- The Hirer shall effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover in respect of all risks which may be incurred by the Hirer, arising out of the event and in respect of the liability outlined in Condition 20. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Hirer.
- The terms of any insurance or the amount of cover shall not relieve the Hirer of any liabilities under the Hire Agreement.

- The Hirer and their agents must seek the permission of The Management for the positioning and use of any items such as décor, furniture, displays, lighting and any form of equipment.
- The Management reserves the right to refuse access to the Centre and to any agents of The Hirer.
- The Management accepts no responsibility for any property belonging to The Hirer, his guests or his agents at the Centre at any time, nor shall not be responsible for any loss or damage to any property arising out of the hiring.
- The Hirer is responsible for informing The Management of all agents involved no later than two weeks before The Hire Period.
- The Centre is not licensed under the Licensing Act 2003 for regulated entertainment.
- The Hirer may not supply any food themselves unless by prior agreement with the Management.
- The Management shall not be responsible for any loss, damage or injury which may be incurred by or be done or happen to any person or persons using the Centre during The Hire Period arising from any cause whatsoever, or for any loss due to the breakdown of machinery failure, of supply of electricity, leakage of water, fire or Government restriction which may cause Shoreditch Trust's Healthy Living Centre to be temporarily closed or the hiring to be interrupted or cancelled.
- The Management is not responsible for any agents contracted by The Hirer.
- The Hirer shall be responsible for good order being kept at the Centre during The Hire Period. The Management reserves the right to end The Hire Period at any time due to good order not being kept. The Management may, at their discretion, charge The Hirer for any extra expense it may incur for engaging police to preserve good order to, during or after any event at the Centre.
- No more than ten children under the age of 16 may attend any event at the Healthy Living Centre at one time unless by prior arrangement with The Management. If guests include ten or more children under the age of ten, The Management strongly recommends that a crèche facility is in operation for the whole period the children are present at the Healthy Living Centre. Any damage caused by children will be billed to The Hirer.
- Any children under sixteen must be accompanied by an adult on a maximum of one adult to four children ratio.
- Access to surrounding areas other than public areas is strictly forbidden. The Hirer is responsible for informing guests with young children to take appropriate precautions and the Management is not responsible for the safety of children on site.
- The number of guests allowed in the Centre's Rooms at any time should not exceed the maximum capacity guidelines outlined in the hire price guide.
- No car parking is provided. Limited Pay & Display parking is available on Pitfield Street. Access for deliveries is made in front of the Centre at the discretion of the Hirer, but vehicles may only enter this area for loading and unloading. All cars are left at the owner's risk. The Management accepts no responsibility for cars parked at the Healthy Living Centre or its surrounding area.
- The Hirer is responsible for the arrival and departure of all guests in a quiet and orderly fashion.
- The Hirer shall leave the Centre in a clean and orderly state at the end of The Hire Period with all items brought by The Hirer removed. The Management may, at their discretion, charge The Hirer for any excessive cleaning required at the Centre or for the disposal of excessive rubbish not removed following the event.
- All tables, chairs and furniture inside the buildings of the Centre are not for outside use.
- No nails, pins, sticky tape or glue are permitted to be used anywhere in the Centre. If you need to temporarily display items as part of your workshop, please discuss this with The

Management in advance.

- No direction signs are permitted on routes leading to the Centre.
- No naked flames may be used at the Centre.
- No animals are permitted at the Centre with the exception of Guide Dogs.
- There is strictly no smoking allowed inside any of the buildings comprising Shoreditch Trust – this includes all toilets which are fitted with smoke alarms.
- The Hirer or a responsible person appointed by The Hirer must remain at the Healthy Living Centre until the last guest has departed.
- The Hirer is responsible for informing agents and guests of these Terms and Conditions.
- The final amount must be paid upon receipt of the invoice.
- If any booking is cancelled within 48 hours of the booking period, full payment will be required.
- Bookings can only be made up to 3 months in advance and ongoing bookings are subject to review every 3 months
- Any charges incurred during The Hire Period must be paid no later than four weeks after The Hire Period. This includes any damages/breakages.
- In the event of a fire, guests should leave the buildings by the nearest fire exit and meet at the assembly point which will be confirmed by the Management on the day of hire. The Hirer or their nominated Responsible Person is responsible for accounting for all guests once they have vacated the buildings.
- Any complaint arising out of the hiring must be made in writing to the Events Coordinator at Shoreditch Trust within 3 working days after the expiration of the Hire Period.

This list is not exhaustive and may change at any time without notice.

## Covid-19 Assurance – Shoreditch Trust's Commitment To You

Shoreditch Trust is committed to ensuring our community can use our spaces safely. To help with this:

- We organise the cleaning of all spaces every day.
- We will make sure any contractors working in the building meet COVID-19 health and safety guidance, as well as our usual health and safety requirements.
- We have carried out a COVID-19 risk assessment on the building and shared this with you.
- We have implemented cleaning, handwashing and hygiene procedures in line with Government guidance.
- We have taken all reasonable steps to support building users to maintain government advised social distancing.
- We will keep a daily record of Shoreditch Trust staff and contractors who have been on site, including the date and time they visited, their contact details and who they interacted with. This can be destroyed after 21 days have elapsed. Find out more about this.
- We will co-operate fully with NHS Test and Trace processes and take action as instructed.

We ask that you / your organisation commits to:

- Completing your own health and safety risk assessment and action plan following Covid-19 guidance, and sharing this with Shoreditch Trust when you book the centre.
- Adhering to Shoreditch Trust's health and safety risk management measures, and ensuring that your group participants also do so
- Keeping a daily record of everyone who attends your session, including the date and time they visit, their contact details and who they interact with. This can be destroyed after 21 days have elapsed. Get more advice on this procedure <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>
- Co-operating fully with NHS Test and Trace processes in place, and taking action as instructed.
- Calling Hackney Council 020 8356 3000, 9am to 5pm, Monday to Friday if you require further advice.