

Hall Booking - Terms & Conditions

We hope you have a successful event and would hire us again.

The hirer is the person considered responsible for the safety of all those on the premises during the period of hire. By hiring the hall, you agree to be bound by these terms and conditions.

Bookings are provisional until we have received the full hire fee as well as a separate £50 cheque, which is a bond. This £50 cheque is destroyed as long as the hall is left clean, tidy and without damage.

Before your event

Take time to look over the property and familiarise yourself with fire notices (at each of the fire exits) and the location of extinguishers.

You will take all reasonable steps to ensure the health and safety of everyone involved in your event. This includes any vulnerable people both inside and outside the hall.

Please observe the terms of our child protection policy (displayed on the kitchen notice board). There is no phone in the hall, so please ensure you have a mobile in case of emergency.

During your event

No tea lights or candles (other than birthday cake candles).

No smoke machines.

If using the kitchen:

- wash, dry and put away any equipment used in the original places
- clean the hob/oven if used
- bring your own tea towels and dishcloths
- take reasonable care of any equipment, crockery or glassware used

You will take care to ensure that no damage is caused to the internal or external fabric of the building.

After your Event

Please leave the hall as you would wish to find it. You will clean the oak floor (please do not wet mop the hall floor, but please wipe up any spillages or greasy marks asap).

You will ensure

- tables & chairs are put away
- all rubbish, both kitchen and toilets, is removed to the outside black bin
- all taps are turned off in the kitchen and toilets
- all windows are closed
- all internal lights are off

Return the key to Janet Walster, 28 Mowson Lane, Worrall, S35 0AJ (0114 286 3134).

Please report any breakages/damage when you return the key. We reserve the right to charge, at cost, for any work required to repair damage caused.

Worrall Hall Booking Form

The Memorial Hall, 49 Towngate Rd, Worrall, S35 0AR

Forename		Surname	
Address			
Tel		Email	
Date of booking		Hours hired	
Start time		End time	
Gift Aid Declaration			
Did you know that Worrall Community Association is a charity? This means we can reclaim tax (via gift aid) on your hall hire. This money supports fabulous events for the community like Worrall bonfire and Worrall Gala.			
To HMRC: Please treat all gifts of money that I make today and in future as Gift Aid donations.			
Please tick the right hand box and sign the form below if you are a UK tax payer and you are happy for us to claim gift aid from the government for this hall hire. If you do not want us to claim gift aid on your hall hire, please mark the right hand box with a cross.			<i>Tick here to say yes to gift aid</i>
Signed		Date	
<u>Please notify us if you:</u> <ol style="list-style-type: none">1. Want to cancel this declaration.2. Change your name or home address before your booking.3. No longer pay enough tax on your income and/or capital gains (e.g. on a 5 hour hall hire you find yourself paying less than £15 in income tax and/or capital gains tax per year).			

Please send this form to Janet Walster, 28 Mowson Lane, Worrall, Sheffield, S35 0AJ.

Payment is by cheque (£15 per hour) plus a £50 bond, which is destroyed as long as the hall is left clean, tidy and without damage.

Please make cheques payable to Worrall Community Association Ltd.