

# Private Hall Booking - Terms & Conditions



**You (The hirer)** are the person considered responsible for the health & safety of all persons involved in the event, both on the premises and outside the hall, during the period of hire.

## BOOKINGS

- 1) The hire of Worrall Memorial Hall is at a cost of £15 per hour.
- 2) All bookings require a minimum of 3 hours hire.
- 3) Your Booked time includes: -
  - a. Time for setting out the hall for your event including your entertainment.
  - b. Time for clearing up the hall after your event. This includes – putting away all tables & chairs, removing all decorations and rubbish, cleaning and putting away any equipment used in the kitchen.
- 4) It is a requirement for all hires, before vacating the hall, that the floor is swept and all general surfaces are wiped clean. You will be given an additional 30 minutes of free time to do this at the end of your booking.
- 5) At all times the hall must be left in the same condition as you found it in.
- 6) Access to the hall outside of the booked times is by agreement only and may lead to further charges.
- 7) The hall capacity is 90 Persons for a buffet or 70 Persons for a sit-down meal. You are not allowed to exceed the capacity.
- 8) Please note we do not allow hire of the hall for teenage birthday parties.
- 9) We reserve the right to cancel any booking without prior notice or compensation. In these circumstances any hire fees paid will be refunded.
- 10) All bookings are provisional until we have received the full hire fee, a deposit and the completed Booking Form.
- 11) The hire fee and the completed Booking Form are to be sent within 7 days of you receiving the Booking Form and Terms & Conditions.

## DEPOSIT & BAR

- 12) A refundable deposit of £50 is required to be paid at the time of booking to cover instances of damage and/or additional cleaning. This will be refunded to you after your event if there is no damage and/or additional cleaning requirements.
- 13) There is no charge for the bar but as it is run by volunteers, however the bar is not guaranteed unless and until staffing is agreed.
- 14) If no bar is provided, hirers are welcome to provide their own alcoholic drinks for guests but this must not involve the sale of alcohol. Glassware can be provided for an additional deposit of £25, payable at the time of booking.
- 15) Where damage caused exceeds £50, this should be paid for by you as the hirer and we reserve the right to take action to recover this loss.

## CANCELLATIONS

- 16) Please let us know as soon as possible. Any bookings cancelled within 14 days of the hire date may incur a charge.

## HEALTH & SAFETY

- 17) Please take time to look over the hall and familiarise yourself with fire notices (at each of the fire exits), the location of extinguishers and where the first aid boxes are kept. Please ensure that fire escape routes are kept clear, and that fire doors are not propped open.
- 18) There is a first aid box in the kitchen.
- 19) There is a no smoking policy in all rooms inside the building.
- 20) There is a zero drugs policy.
- 21) There is no landline in the hall, so please ensure you have a mobile in case of emergency.
- 22) No Smoke machines, tea lights or candles, except for birthday cake candles, are allowed.

- 23) In the event of a COVID-19 emergency or similar situation supplementary Terms & Conditions may be issued in accordance with Government guidelines. By agreeing to these Terms & Conditions you are also agreeing to implement any additional measures requested.
- 24) Please report any accidents or incidents to Josette Collinson on 07729 611949 immediately.

### **DECORATIONS**

- 25) Please take care to ensure that no damage is caused to the internal fabric of the building.
- 26) Any Posters/pictures/banners/balloons etc. must be placed on the hooks/ picture rails which are located around the hall. No sellotape or blu tac to be used.

### **LOSS OF EQUIPMENT/BREAKAGES**

- 27) In the event of any loss of equipment, such as the music centre, Bluetooth speaker, kitchen appliances etc. we will attempt to provide a substitute and/or to notify you in advance.
- 28) Please take reasonable care of any equipment, crockery or glassware used.
- 29) Any damage caused must be paid for.
- 30) Any Breakages or Damage must be reported to Josette Collinson on 07729 611949 as soon as possible.

### **ON DAY OF EVENT**

- 31) Please bring your own tea towels, dishcloths and bin bags.

### **USE OF OUTSIDE SPACE/GROUNDS**

- 32) If using the outside space please remove all rubbish and return it to the state you found it in.
- 33) Please be mindful of our neighbours and keep the noise to a reasonable level.
- 34) If using event shelters, dismantle and return to library area.
- 35) When using the car park, owners park their cars at their own risk.

### **EXITING THE HALL**

Before exiting the hall, please ensure that: -

- 36) The floor is swept & all surfaces are wiped clean, including all tables used.
- 37) All tables & chairs are put away.
- 38) That all rubbish from all rooms used (hall, kitchen, toilets etc.) is removed and put in the outside black bin. If full please take home with you. Please take any recycling home with you.
- 39) That all taps in the kitchen & toilets all are turned off.
- 40) That all windows are closed and curtains left open.
- 41) That all internal lighting (kitchen/ storage rooms for tables & chairs/main hall) are switched off.
- 42) Please ensure that all fire exits are securely closed especially if the outside space to the rear has been used.
- 43) When exiting in the evening/late at night please do so quietly.

### **KEY**

You will be contacted nearer the time of your event to arrange a mutually convenient time to collect the key. Please return the key, within 48 hours of the event to Josette Collinson, 24 Walshaw Road, Worrall S35 0AS.

**Contact Information** – if you wish to discuss any issues regarding your booking please either contact Josette Collinson on:- 07729611949 or [bookings@worrallcommunityassociation.co.uk](mailto:bookings@worrallcommunityassociation.co.uk) or via our website <http://worrallcommunityassociation.co.uk/hiring-the-hall/hiring-enquiry>.