

Hall Booking - Terms & Conditions

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

Before your event

- **The hirer** - is 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 and Bond** - Bookings are provisional until we have received the full hire fee, which is to be sent within 7 days of completing the booking form. No bond is required for children's parties or parties up to 6pm where no bar is requested. Any damage caused in the hall or premises must, however be paid for in full. For parties booking the hall that do have a bar or/ and go on beyond 6.30 pm. a (refundable) bond of £50 is required. Again, all damage must be paid for internally or externally up to and above £50. The bond may be paid in cash, cheque or Paid for by BACS at the same time as the booking hire charge.
- **Cancellations** – please let us know as soon as possible. Any bookings cancelled 14 days or under of the hire date may incur a charge.
- **Health & Safety** - take time to look over the property and familiarise yourself with fire notices (at each of the fire exits), the location of extinguishers and where the first aid boxes are kept. Also please observe the terms of our child protection policy (displayed on the kitchen notice board).
- **Smoking** – there is a no smoking policy in all rooms of the building.
- **Phone** - there is no landline in the hall, so please ensure you have a mobile in case of emergency.
- **Contact Information** – if you wish to discuss any issues regarding your booking please either contact us on:-01142862931 Judith Cowley or bookings@worrallcommunityassociation.uk.co or via our website <http://worrallcommunityassociation.co.uk/hiring-the-hall/hiring-enquiry>.

During your event

- **Premises** – take care to ensure that no damage is caused to the internal fabric of the building.
- **Posters/pictures/banners/balloons etc** – please use the hooks on the picture rails (no sellotape or blu tac please).
- **Kitchen** -
 - 1) Wash, dry and put away any equipment used in the original places.
 - 2) Clean the hob/oven if used.
 - 3) Bring your own tea towels and dishcloths.
 - 4) Take reasonable care of any equipment, crockery or glassware used.
- **Safety** – no smoke machines, tea lights or candles (other than birthday cake candles).
- **Rubbish** – use the bin bags provided.

After your event

Please leave the hall as you would wish to find it.

- **Tables & Chairs** – are put away
- **Rubbish** – from all rooms used (hall, kitchen, toilets etc) is recycled where possible, all other is bagged up and put in the outside black bin.
- **Taps** – kitchen & toilets all are turned off.
- **Windows** – all are closed, and curtains left open.
- **Lights** – all internal lighting (kitchen/ storage rooms for tables & chairs/main hall) are switched off.
- **Fire Exit** – please ensure that this is securely closed especially if the outside space beyond has been used during the event.
- **Key** – return to Janet Walster, 28 Mowson Lane Worrall S35 0AJ (post through letter box if returning in person).
- **Breakages/Damage** – please report any to Judith Cowley (01142862931) as soon as possible.

I, as hirer of the agreed room(s) and facilities, agree to abide by the contents of this booking policy.

Signed:–

Print name:–

Date:–