

# WARGRAVE PARISH COUNCIL

## Terms and Conditions for the Hire of the Woodclyffe Hall

### *CHARGES AND DEPOSITS*

1. The Hirer shall pay the following charges:
  - a) 50% of the hire charge when booking the hall (this Confirmation Charge will confirm your booking).
  - b) The remaining 50% to be paid one month prior to the hire period.
2. The Hirer shall pay a refundable deposit, as detailed below, one month prior to the hire period in addition to the hire charge.
  - a) For 18<sup>th</sup> to 21<sup>st</sup> Birthday parties and public ticket type events a refundable deposit of £250 is required.
  - b) For all other hires a refundable deposit of £100 is required.

Subject to the adherence to these terms and conditions, deposits will be returned within 28 days of the hire period ending.

3. A 10% discount is available on all hire charges where the Hirer has their own Public Liability Insurance (minimum cover £3 million). A copy of the certificate will be required to obtain the discount.

### *CANCELLATIONS*

4. All cancelled bookings will be subject to the following cancellation fee and refund policy:
  - a) For bookings cancelled more than 9 months prior to the hire period all fees paid will be returned less a £10 administration charge.
  - b) For cancellations between 6 and 9 months prior to the hire period 75% of all fees paid will be returned (subject to a minimum £10 administration charge).
  - c) For cancellations between 3 and 6 months prior to the hire period 50% of all fees paid will be returned (subject to a minimum £10 administration charge).
  - d) For cancellations between 1 and 3 months prior to the hire period 25% of all fees paid will be returned (subject to a minimum £10 administration charge).
  - e) For cancellations less than one month prior to the hire period all fees paid will be forfeit.

In exceptional circumstances, Condition 4 may be waived.

### *MINIMUM HIRE PERIOD*

5. Bookings for Friday and Saturday evenings (6.00 p.m. onwards) will be subject to a minimum hire charge of no less than 4 hours at the prevailing rate. This charge also applies to bookings that run into the above-mentioned evenings.

## *HIRER'S RESPONSIBILITIES*

6. The hirer shall be responsible for:
- a) The orderly conduct of persons using the hall. **Excessive noise** which could cause disturbance or annoyance to adjacent residents, must not be allowed. Particular note of this condition must be made when amplification equipment is used.

The following conditions must always be met:

- i) All music to cease by 11.30 p.m.
- ii) The hall to be vacated by 12 midnight.
- iii) **The driveway alongside the hall provides access to the Gladdy House, including emergency vehicles and must be kept clear at all times, except for loading and unloading.**
- b) Leaving the premises in a **clean and tidy state**, including the kitchen and toilets, to the satisfaction of the Parish Council.
- c) Ensuring that all tables, chairs, etc. are returned to their original locations.
- d) The disposal of all litter (*a large waste wheelie bin is provided outside for the disposal of NON\_FOOD litter – the key is located on the kitchen noticeboard. This bin must be locked after use.*)

The deposit will be returned when the Parish Council is satisfied that no damage has been caused and that the premises, inside and outside, have been left clean and hirer's checklist completed and returned along with the keys.

7. The Hirer must ensure that all doors intended as a means of emergency exit are unlocked and readily operable from inside the premises. All gangways, lobbies and passages giving access to exit doors must be completely free of obstruction at all times.
8. The Hirer is responsible for the adherence to the strict **No Smoking** policy of the hall.
9. The hirer shall ensure that all lights have been switched off and all doors are locked on vacating the premises. An additional charge of £4.00 for any lights left on after the premises have been vacated will be payable by the Hirer. (*This will be checked by staff.*)
10. The Hirer will return the keys in accordance with the agreement made at the time of booking.

## *LICENSING REQUIREMENTS*

11. The Hirer's attention is drawn to the following restrictions/obligations:

- a) For events involving the playing of music, the maximum number of people attending must not exceed **120**.
- b) For all theatrical performances, public dancing, singing or musical events compliance with the relevant terms, conditions and restrictions of the Licenses is required. (*Copies of the Licenses are displayed in the hall.*)
- c) All electrical equipment brought onto the premises must have a current **Portable Appliance Test certificate**.
- d) No alcohol may be sold without the express permission of the Parish Council and adherence to the following Alcohol Licensing Conditions is a pre-requisite:
  - i) Completion and submission of the Alcohol Licence Request Form (attached to this booking pack)
  - ii) No alcohol sales to take place after 11.00 p.m.
  - iii) No-one under the age of 18 is permitted to consume alcohol on the premises.
  - iv) No sale of alcohol to anyone under the age of 18.
  - v) A person must be appointed to supervise all sales of alcohol. This person will be known as the Nominated Supervisor and must be a Personal Licence Holder. Details of the Personal Licence must be submitted to the Parish Council for approval.
  - vi) The approved Nominated Supervisor is responsible for the adherence of all applicable legislation relating to the sale of alcohol.
  - vii) It is understood that details of the event may be submitted to the Licensing Authority and/or Police who may impose conditions which must be adhered to in addition to these.
  - viii) Other conditions relating to the sale of alcohol may be imposed as required by the Parish Council, full details of which will be supplied in advance of the booking.
  - ix) The Parish Council reserves the right, without prejudice, to withhold permission to allow the sale of alcohol.

*'PRIVATE PARTIES'*

12. The Hirer will ensure compliance with the following regulations if the hall is to be used for a 'private party':
- a) Admission must be ticket or written invitation only.
  - b) The consumption of **alcoholic drinks** must be under the strict control of an **adult aged over 30 years**. No alcohol must be served to, or consumed, or brought in by, anyone under the age of 18.

- c) For teenage parties, **one adult (over the age of 30) for every ten teenagers** must be present in the hall **at all times**.

*PERSONAL POSSESSIONS*

13. The Parish Council accepts no responsibility for the loss of, or damage to, personal property.

Please note that the non compliance of these terms and conditions may result in additional charges being levied including the loss of your deposit.

## Health and Safety Guidance for Users of the Hall

**Wargrave Parish Council** is committed to a safe environment for its employees, members, parishioners and those who use and hire its buildings and facilities. Its policy is to update its risk assessment regularly and in this, users of the hall have an important part to play and to assist. When users see potential hazards will they please report them immediately to the Parish Council Office.

In order to avoid accidents, the safety equipment must not be interfered with. Any defects (*e.g. lack of safety pin in fire extinguishers*) should be reported straight away.

Items of good practise include:

- A. Make sure that your organisation is adequately insured for the activity that you are undertaking. If not certain, contact the Parish Council for advice **before** the event.
- B. **Never** interfere with any electrical equipment, plugs, sockets or light fittings etc.
- C. **Do not** use any equipment unless you have been **specifically authorised** to do so and you have been **instructed** in its safe use.
- D. **Do not** use ladders unless specifically authorised.
- E. Know where the fire exits and extinguishers are located. **Never** allow access to exits to be blocked.
- F. **Do not** use naked flames (*e.g. candles*) unless proper receptacles are used.
- G. The first aid kit is located in the kitchen along with the accident book. If any items are used please advise the Parish Council to ensure it can be restocked. Accidents must be recorded and reported to the Parish Council's office.
- H. **Do not** allow children to play on the stage.
- I. Take great care when lifting tables and chairs etc. Use the trolley provided and seek assistance when lifting. Chairs must be stacked in piles of no more than ten and tables secured in place.
- J. Children must be supervised in the kitchen by a responsible adult **at all times**.
- K. Children under 12, must be supervised by a responsible adult when using the balcony.
- L. When organising events there is a wider responsibility to neighbours and other passers-by. Advise people attending events about arrangements for deliveries, parking and noise.
- M. **Ensure** the premises are locked on leaving. If you are suspicious about prowlers or persons loitering, phone the Police.
- N. Make sure the **No Smoking** rules are obeyed.
- O. For Police, Fire and Ambulance Services, dial **999** using the telephone situated in the side entrance passageway. (*The Emergency Telephone only allows 999 emergency calls.*)
- P. Ensure that other users are aware of these Health and Safety guidelines.

## Woodclyffe Hall – Hirer’s Checklist

*PLEASE COMPLETE THIS FORM, DETACH AND RETURN TO THE PARISH COUNCIL OFFICE WITH THE KEYS*

Name of Hirer .....

Date of Hire .....

Item	Checked <input checked="" type="checkbox"/>	Office Use Only
Clean and tidy premises		
All tables and chairs returned to their original locations and stacked according to the instructions given		
Litter removed (inside and out) and disposed of		
Electrical appliances switched off		
Windows closed		
Back room radiator thermostats returned to their original positions when appropriate		
Accidents have been recorded in the Accident Book (in first aid kit) – Report to Parish Council any items for replacement		
All personal property removed from premises		
Premises are vacated		
Lights switched off		
All doors are closed and where appropriate, locked		
Damage reported to Parish Council Office		

Signed ..... Dated .....

FOR OFFICE USE ONLY			
Date keys returned		Forms completed	Hall checked
Further action(s) required			
Deposit deductions (if any)		Deposit returned	
Additional notes:			

**Wargrave Parish Council**

Council Office, The Pavilion, Recreation Road, Wargrave, RG10 8BG

Contact Details

Telephone/Fax: 0118 9406084

Email: office@wargrave.org.uk

**Woodclyffe Hall - Hire**

Hirer's declaration of acceptance of terms and conditions

I hereby agree to the terms and conditions of hire applicable to the Woodclyffe Hall, including the Health and Safety Guidance and accept full responsibility for the performance thereof. It is further understood that Parish Council Staff or the Police may enter the hall at any time and are duly authorised to require the hire to cease and the hall to be vacated if any breach of these conditions are evident.

Name: .....

Address: .....  
.....  
.....

Telephone Number: .....

Signed: ..... Date: .....

For Office Use Only	
Date of Hire:	
Times:	
Deposit Received	
Type of function:	

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Name: .....

Address: .....  
.....  
.....

Telephone Number: .....

Signed: ..... Date: .....

For Office Use Only	
Date of Hire:	
Times:	
Deposit Received	
Type of function:	

Please complete and return this copy to the Parish Council along with the Confirmation Charge within 21 days to confirm your booking

*The Parish Council reserves the right to cancel provisional bookings after 21 days unless confirmed*

## Alcohol Licence Request Form

Function details

Date : \_\_\_\_\_  
 Time : \_\_\_\_\_  
 Type : \_\_\_\_\_

Details of Nominated Supervisor

Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone No : \_\_\_\_\_  
 Email address : \_\_\_\_\_  
 Personal Licence  
 Number : \_\_\_\_\_  
 Issuing Licensing  
 Authority : \_\_\_\_\_

**DECLARATION**

I, being the person named above, agree to act as the Nominated Supervisor for the function detailed above. I agree to abide by the conditions of hire and will be responsible for adhering to all applicable licensing legislation and supervision of all alcohol sales for the duration of the function.

Signed ..... Date .....

<b>FOR OFFICE USE ONLY</b>					
<b>Checked:</b>		<b>Council Referral:</b>		<b>Decision:</b>	<b>GRANTED / DECLINED</b>
Authorised by _____ Date: _____					
<b>Notifications (and date)</b>					
<b>Police</b>		<b>Licensing Authority</b>			
<b>Conditions:</b>					