

# Wychwood Village Hall Booking Form – Casual Use

|                                 |  |
|---------------------------------|--|
| <b>HIRER'S CONTACT DETAILS:</b> |  |
| Name                            |  |
| Organisation if applicable      |  |
| Address                         |  |
| Email                           |  |
| Phone Number                    |  |

|  |  |                                 |  |
|--|--|---------------------------------|--|
| <b>BOOKING DETAILS</b>   |  |                                 |  |
| Date of Event  |  | Number of people expected       |  |
| Event Start Time   |  | Event Finish Time               |  |
| Time room access required from                                   |  | Time room access required until |  |
| Brief description of the event                                   |  |                                 |  |
| Public or Private Event  |  |                                 |  |
| External Caterers Y/N<br>Please provide name of caterer          |  |                                 |  |
| External entertainment / equipment Y/N<br>please provide details |  |                                 |  |

Hire is £26 per hour with 30 minutes free each end for set up and pack down for bookings of 3 hours or more

Total Hire fee is £.....

**I am the hirer and agree to the terms and conditions and note that if payment is not made in full no less than 7 days prior to the event commencing then this booking will be cancelled.**

Name of signatory

.....

Signature

Date

.....

## **TERMS AND CONDITIONS**

This Agreement constituting the Village Hall Booking Form and these Terms and Conditions is made between the Hirer and the Venue. The parties agree that the hiring will be carried out in accordance with this Agreement.

### **1. Definitions and Interpretation**

- 1.1. The Venue – means Wychwood Village Hall Abbey Park Way, Wychwood Village, Weston, CW2 5TD
- 1.2. The Hirer – means the person or organisation as set out on the Village Hall Booking Form.
- 1.3. The Amount Due – means the amount (VAT exempt) that the Hirer is required to pay to the Venue as set out on the Room Hire Booking Form.
- 1.4. The Period of Hire – means the period set out on the Room Hire Booking Form
- 1.5. The public means any person who has not been specifically invited to the event by the Hirer. The public would not include invited guests to a private party, but would include people that paid to attend an event, or anyone that attended an event that was listed for members of the general public to attend regardless of it there was a fee to attend

### **2. Maximum capacity**

- 2.1. The Hirer will not exceed the maximum capacities for the Premises which is 80 people excluding infants under 1 year old
- 2.2. The Hirer shall ensure that no person under 16 years of age is permitted to enter the kitchen

### **3. Use of Premises**

3.1. The Hirer shall not use the Premises for any purpose other than that described on the Room Hire Booking Form and shall not sub-hire or use or allow the Premises to be used for:

- Any political rallies or demonstrations.
- For purposes which are illegal i.e. be they forbidden by law or unauthorised by official or accepted rules.
- For functions attended by people whose presence may cause civil unrest or division within the community.
- To an organisation or individual which has been banned by law.
- Or to do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

3.2 The Venue reserves the right to exclude or eject from the Premises any person, and to cancel any booking where it considers:

- That such events may be contrary to the interest of the general public or contrary to any law or act of Parliament. Any bookings will also be subject to consideration from the police to ensure the safety of the community is

assessed against the request for a venue booking.

- The users of the premises may do something that may cause or pose a risk of loss, damage or significant expense to the Venue or harm the reputation of the Venue.

3.3 The Hirer shall ensure that no equipment, goods or other materials are left on the Premises overnight.

#### **4. Licences**

4.1. The Hirer shall be responsible for obtaining any licences and for completing any returns that may be required by the Performing Rights Society, Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other similar bodies in connection with the hiring and the Hirer shall indemnify the Venue against the consequences of the Hirer's failure to do so.

4.2. The Hirer shall not apply for a Temporary Event Notice without the written permission of the Venue and shall not sell any liquor without written approval of the venue and provision of the relevant licences to do so.

4.3. The Hirer shall ensure that they have all permits, consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any authority or person in respect of the event. This includes where required a licence issued by the Performing Rights Society, any copyright permission, licences to sell alcohol or food.

#### **5. Health and Safety Compliance**

5.1. The Hirer shall comply with all requests of the Venue's Safety Adviser and must supply any documents requested promptly.

5.2. The Hirer shall be responsible for the health and safety aspects of the use of the Premises during the Period of Hire.

5.3. The Hirer shall ensure they are familiar with the:

- a. fire evacuation procedures, routes, refuge point and assembly point
- b. location of first aid kit

5.4. The Hirer shall ensure clear and unobstructed access and regress is maintained to all emergency exits in the Premises

#### **6. Electrical Appliance Safety**

6.1. The Hirer shall ensure that any electrical appliances intended to be used by the by the Hirer at the Premises *shall be PAT tested*.

#### **7. Alterations**

7.1. The Hirer must not make any alterations to the Premises or any other part of the Premises without the Venue's prior written consent.

## **8. Food and Drink**

8.1. Where food or drink is to be supplied to the public the Hirer or caterer must hold a Basic Food Hygiene Certificate. *A copy of the certificate must be supplied to the Venue at least 14 days before the first date of the Period of Hire.*

8.2. The Hirer shall if preparing, serving or selling food observe all relevant food and hygiene legislation and regulations.

8.3. If the Hirer wishes to use caterers on the Premises during the Period of Hire, the Hirer must ensure that the caterers comply with all health and hygiene legislations and regulations.

## **9. General regulations**

9.1. The Hirer must ensure that no goods which are illegal, counterfeit, dangerous or deemed to be of an offensive or inappropriate nature (as determined at absolute discretion of the Venue) are displayed or offered for sale on the Premises.

9.2. Any items deemed to be of an offensive or inappropriate nature by the Venue shall be removed from display or sale immediately on the request of the Venue.

9.3. Smoking and/or vaping is not permitted in the Building. The Hirer shall ensure there is no smoking and/or vaping at the Premises.

## **10. Nuisance**

10.1. The Hirer must not do or allow anyone attending their hiring to do anything on the Premises which is or may become a nuisance to the Venue or other hirers or to the occupiers of adjoining or neighbouring premises.

10.2. The Hirer shall be responsible for requiring any person causing such a nuisance to leave the Premises and the Building.

## **11. Noise levels and evening curfew**

11.1. The Hirer must not carry out activities that create excessive noise and be considerate of the neighbours.

11.2. There is a strict curfew of 10:30pm every night. All people must have left the premises by this time and all vehicles have left the carpark. For this reason all events must finish by 10:00pm to allow people time to leave, the Hirer to clean up and the hall to be secured by 10:30pm

## **12. Children**

12.1. The Hirer shall ensure that where a public event involves activities aimed predominantly at children they have appropriate child protection policies and procedures in place.

## **13. Charges, Confirmation and Cancellation**

13.1. The booking will be confirmed on acceptance of the booking form by the Venue and payment of the Amount Due as set out on the booking form.

13.2. The Venue reserves the right to cancel any booking for any reason. Where a booking is cancelled by the Venue, the Venue shall incur no liability to the Hirer whatsoever.

13.3. Where the booking is cancelled by the Hirer less than 7 days before the first day of the event the Amount Due must be paid in full.

#### **14. End of Hire**

14.1. The Hirer shall ensure that the Premises are vacated at the end of the Period of Hire.

14.2. The Hirer shall ensure the Premises and surrounding area in a clean and tidy condition and all equipment, goods and other materials including rubbish are removed from the Building at the end of the Period of Hire. Rubbish can be put in the bins provided outside the hall. However if the amount of rubbish exceeds the capacity of the bins and cannot be contained within the bins it must be removed from the site. Additional charges may apply where the Hirer fails to comply with this clause

14.3. Where the hirer uses the kitchen they shall ensure all crockery, utensil, the cooker and fridge are left in a clean and empty condition. A charge of £100.00 shall be payable by the Hirer where the kitchen including any crockery, utensil, the cooker and fridge have not been left in a clean condition.

#### **15. Payment and Amount Due**

15.1. The Hirer shall make payment of the Amount Due at least 7 days prior to the event. If payment is not made by this time then the booking will be forfeited.

15.2. The details of the Amount Due are set out on the Room Hire Booking Form. VAT is not payable on the hire fees.

#### **16. Insurance**

16.1. During the period of the hire, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Premises and shall indemnify the Venue from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the course of or caused as a result of the hire except where due to the negligence of the Venue or their respective servants or agents.

#### **17. Data Protection**

17.1. Personal data supplied on the Room Hire Booking Form will be held and will be used in accordance with the Data Protection Act 2018 for statistical analysis, management, planning and in the provision of services by the Venue.

#### **18. Care of Premises and Equipment**

18.1. The Hirer shall ensure no damage is caused or permitted to be caused to the Premises or any equipment or fittings during the Period of Hire.

18.2. The Hirer shall be responsible for any damage caused or permitted to be caused to the Premises or any equipment or fittings during the Period of Hire.

## **19. Loss or damage**

19.1. The Venue shall not be liable for any death injury loss or damage however so caused to the Hirer, persons using the Premises and/or to their property except for death or personal injury or damage to property caused by negligence on the part of the Venue or its employees or agents; or any matter in respect of which it would be unlawful for the Venue to exclude or restrict liability.

## **20. Advertising**

20.1. No advertising shall be displayed on or in the Building or the surrounding property or fencing without the written permission of the Venue.

20.2. Any artwork or other advertising for the event must be approved by the Venue.

19.3 A charge of £100 shall apply where the Hirer fails to comply with clauses 20.1 and 20.2.

## **21. General Terms**

21.1. The Venue may from time to time amend or add to the Terms and Conditions of Hire in writing.

21.2. The Hirer shall ensure that their event/hire complies with all relevant legislation and regulations.

21.3. The Hirer shall engage with the Venue's Safety Advisory Group when requested.

21.4. If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in force and effect, and such invalid or unenforceable provisions or portion thereof shall be deemed omitted.

21.5. No term of this agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to this agreement, but this does not affect any right or remedy of a third party which exists or is available apart from under that Act.

21.6. This Agreement will be governed by and interpreted in accordance with the laws of England and the English courts shall have exclusive jurisdiction with respect to any dispute arising under this Agreement.