

## **CONDITIONS OF HIRE**

### **GENERAL**

- 1) The Hirer must be over 25 years of age at the time of application and may be required to provide evidence of age.
- 2) Hirers of the Community Hall are responsible for ensuring the Hall is used only for the purpose of hire.
- 3) Hirers must ensure the Hall is not damaged and those attending the function for which the hall is hired behave sensibly and do not upset the Trust's tenants or neighbouring properties. The Hirer shall make good or pay for any damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for the loss of contents.

### **ALCOHOL**

- 4) If alcoholic drink is to be sold, hirers must obtain approval from the local authority and provide the authorisation to the Building Manager.
- 5) If alcoholic drink is to be consumed Condition 3 applies and care must be taken to ensure those attending the function do not drink to excess. Alcohol must not be sold or provided to those under the age of 18.

### **DRUGS**

- 6) No illegal drugs may be brought on to and/or consumed on the premises.

### **BARBEQUES AND FOOD CONSUMPTION**

- 7) Barbeques are not permitted. Consumption of food shall be confined to the Hall interior. If the Hirer wishes to use the garden for the consumption of drink or food, prior approval will be required from the Buildings Manager.

### **CHILD PROTECTION**

- 8) Any person who hires the Halls on two or more occasions and whose activities involve children or young people will be required to operate a recognised Child Protection Policy based on the Home Office Code of Practice, Safe from Harm and comply with The Children Act of 1989.

### **ELECTRICAL APPLIANCES**

- 9) The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations, 1989.

### **NOISE**

- 10) Music and noise must be kept down to a reasonable level. This also applies in the car park during arrival and departure.
- 11) All noise must cease by midnight.
- 12) The Trust holds a PRL (Performing Rights Licence)
- 13) Use of PA, Live bands and disco equipment must have the prior approval of the Buildings Manager

### **FURNITURE and EQUIPMENT**

- 14) Hirers are asked to leave all chairs and tables as they were found. This includes replacing articles taken from the storerooms and cupboards.
- 15) No notices whatsoever may be pinned or stuck to the walls of the hall, without prior approval from the Buildings Manager.
- 16) All breakages are to be reported and a charge will be made for their replacement. It would be appreciated if any faults, e.g. light bulbs, could also be reported by email to the Buildings Manager.
- 17) Hirers must ensure that all lights are turned off before leaving.
- 18) The projector and screen are available for an additional charge of £10.00 per day.
- 19) There are no Wi Fi facilities.

### **WINDOWS and DOORS**

- 20) Hirers must be certain that all windows and doors (other than the main entrance) are securely shut and locked before leaving and that the main entrance doors are pulled to.

## **STORAGE**

21) No items whatsoever are to be left in the building except by permission of the Buildings Manager. Hirers having access to storerooms are to keep them locked except when access is needed. Items of food or drink must not be kept in the store cupboards. The Buildings Manager can accept no responsibility for items left in storerooms.

## **USE OF FRIDGE**

22) Dairy products, vegetables and meat on the premises must be stored in compliance with the Food Temperature Regulations. Please ensure you remove all items from the fridge when you leave the building. The Buildings Manager will empty the fridge every Sunday.

## **SMOKING**

23) Smoking is prohibited throughout the premises.

## **CLEANING**

24) The hall, kitchen and outside premises must be left clean and tidy. If the kitchen is used, it is the responsibility of Hirers to see that it is swept and washed after use and all worktop surfaces wiped clean. Floor cleaning materials are provided. Drain the urn after use. Rubbish is to be placed in plastic bags and deposited in the waste container in the car park.

## **PARKING and GARDEN FACILITIES**

25) Use of the parking at the rear of the garden is permitted during evenings and weekends only.

26) Also permitted will be use of the garden but please note that both the House and Garden are Grade 2 listed as they are of special historic and architectural significance. Use of play equipment is not permitted and children must be supervised all times.

## **INDEMNITY**

27) The Hirer shall indemnify and keep indemnified the Trust against any claims in respect of damage from use of the property or injury to persons arising from the use of the premises.

28) The Watlington House Trust is insured against any claims arising out of negligence by any of its Trustees or its Buildings Manager.

## **ACCIDENTS and DANGEROUS OCCURRENCES**

29) The Hirer must report all accidents involving injury to the public to the Building Manager as soon as possible.

## **PAYMENT ARRANGEMENTS**

30) The hire charge will be that applicable at the date of hire in accordance with the current tariff (attached).

31) A deposit of £150 is required to secure each application for booking the Community Hall. The deposit will be returned providing the premises and grounds are left in good order. Full payment must be tendered at least two weeks before the event.

32) The Trust reserves the right to cancel this hiring by written notice in the event of an anticipated breach of hiring conditions, including possible unlawful activities or on account of force majeure, such as the property being damaged by fire.

33) In any such case the Hirer shall be entitled to a refund of any deposit already paid but the Trust shall not be liable to the Hirer for any direct or indirect loss or damages whatsoever arising from the cancellation.

## **RUBBISH ARRANGEMENTS**

34) Please note that our facilities for dealing with waste are very limited to say the least and these must also serve those in the building. We can deal with any rubbish from your event but this would be charged @ £30.00 and this can be removed from your deposit returned. We prefer not to do this because rubbish bags left outside the bins waiting for collection encourages vermin.

## **Cancellation Policy**

Cancellations of bookings must be given in writing (letter or e-mail) and will only be effective once confirmed by Watlington Trust. The Cancellation will be effective from the day of receipt of such notice. If the Hirer needs to cancel a booking, for whatever reason, he/she will then become liable to pay the Trust a cancellation fee as follows:-

<b>If cancelled</b>	<b>Hirer charge will be</b>
More than 28 days before the event	0% of the refundable deposit and 0% of the deposit
Between 14 and 28 days before the event	50% of the refundable deposit
Less than 14 days before the event	100% of the actual hire cost (hire charges and extras)*  Refundable deposit will be returned in full.

#### **RIGHTS**

- 34) The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

#### **HIRE AGREEMENT COMPLETION**

- 35) Hirer are required to complete the Hiring Agreement form and return it to Michael Jones Esq., Buildings Manager, Watlington House, 44, Watlington Street, Reading RG1 4 RJ
- 36) Payment of a £150 booking deposit is required. This can be by cheque to the Watlington House Trust