

Warbstow Community Hall Booking Agreement

BOOKING CONFIRMATION PAPERWORK

Local community events may qualify for a 50% discount off the applicable rate.

Private / Not for Profit			
	Hall	Foyer	All rooms
Hourly Rate	£10	£10	£10
Morning /Afternoon / Evening Session	£25	£25	£25
All Day	POA	POA	POA
Commercial			
	Hall	Foyer	All rooms
Hourly Rate	£15	£15	£30
Morning / Afternoon / Evening Session	£50	£50	£50
All Day	POA	POA	POA

HIRER'S CONTACT DETAILS:	
Name	
Organisation	
Address	
Email	
Phone Number 1	
Phone Number 2	

ROOMS YOU WISH TO HIRE (*tick relevant box*)

Main Hall	<input type="checkbox"/>	Foyer	<input type="checkbox"/>
All	<input type="checkbox"/>		<input type="checkbox"/>

BOOKING DETAILS Please give details of the type of event you are holding.	
Room Access required from	
Event Start Time	
Event Finish Time	
Room Access Required Until	
Number of People Expected	
Public or Private Event	
Refreshments Y/N	

I am the hirer / I am authorised by the Hirer (delete as appropriate) to enter into this agreement I agree to the terms and conditions

Date of Enquiry	
Hire Fee	
Deposit	
Total Amount Due	
Committee / school staff Member	
Date Confirmed	
Hirer	
Period of Hire	

TERMS AND CONDITIONS

This Agreement constituting the Room Hire 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 Warbstow Community Hall, Warbstow, Launceston, PL15 8UP

1.2. The Hirer – means the person or organisation as set out on the Room Hire Booking Form.

1.3. The Premises – means the Main Hall, Foyer and back room at Warbstow Community Hall, Warbstow, Launceston, PL15 8UP as set out in the Room Hire Booking Form.

1.4. The Building – means Warbstow Community Hall, Warbstow, Launceston, PL15 8UP

1.5. The Amount Due – means the amount including VAT that the Hirer is required to pay to the Venue as set out on the Room Hire Booking Form.

1.6. The Period of Hire – means the period set out on the Room Hire Booking Form

2. Maximum capacity

2.1. The Hirer will not exceed the maximum capacities for the Premises.

2.2. The maximum capacities are as follows:

Number of People	Number of Exits	Exit size
200	2	1.124m
300	2	1.724m
400	2	2.050m
Or	3	1.124m
500	2	2.550m
Or	3	1.424m
600	4	1.124m

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

4. Alcohol

4.1 No alcohol is to be sold at the venue, this includes within the ticket price of an event. The hirer is responsible for ensuring that all rubbish is removed from the venue at the end of the event.

5. Licenses

5.1. 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.

5.2. The Hirer shall not apply for a Temporary Event Notice, no alcohol is to be sold on site.

5.3. 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 and any copyright permission.

6. Health and Safety Compliance

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

6.2. The Hirer shall be responsible for the health and safety aspects of the use of the Premises during the Period of Hire. A risk assessment may be required for some events

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

- a. fire alarm points
- b. fire evacuation procedures, routes, refuge point and assembly point
- c. location of first aid kit
- d. location of the accident reporting book

6.4. The Hirer shall

- a. ensure clear and unobstructed access and regress is maintained to all emergency exits in the Premises
- b. ensure fire doors in the Premises are not be propped or left open at any time
- c. familiarise visitors with the position of fire alarm points, fire evacuation routes, fire refuge points and the fire assembly point
- d. appoint fire wardens who are trained in emergency procedures

6.5. The Hirer is advised to carry out a practice evacuation of the Premises to highlight any points for concern.

7. Electrical Appliance Safety

7.1. No electrical equipment shall be brought to the venue unless agreed in advance.

8. Alterations

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

9. Food and Drink

9.1. When hired for commercial use. 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 28 days before the first date of the Period of Hire.*

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

9.3. 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.

10. General regulations

10.1. 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.

10.2. 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.

10.3. Smoking and/or vaping is not permitted on the premises. The Hirer shall ensure there is no smoking and/or vaping on the premises.

10.4. No drinks to be taken outside of the building.

11. Nuisance

11.1. 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.

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

12. Children

12.1. The Hirer shall ensure that where an event involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of 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 by the Venue

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 28 days before the first day of the event the Amount Due may be charged at the discretion of the venue organisers.

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.

14.3. Where the hire includes use of the kitchen the Hirer shall ensure all crockery, utensil, the cooker and fridge are left in a clean and empty condition.

14.4. Additional charges may apply where the Hirer fails to comply with clause 18.1 and 18.2.

14.5. A deposit will be charged at the discretion of the Venue management team, this will be a standard £50 for all standard community events – parties etc. Other events may be charged a higher deposit. The deposit is fully refundable upon the venue being released back to the key holder in an acceptable state of cleanliness with no breakages. If any cleaning is required, the deposit will be withheld. If Hirers repeatedly leave the venue in an unsuitable condition, they will be denied it's use.

14.6. At the end of the event all rubbish must be removed from the premises and disposed of by the hirer in an appropriate manner. The bins at the hall are for use of the school only and must not be used.

15. Payment and Amount Due

15.1. The Hirer shall make payment of the Amount Due prior to the event.

15.2. The details of the Amount Due are set out on the Room Hire Booking Form. The Venue updates room hire charges from time to time. The Venue will give 10 days' notice of any increase in the Amount Due.

14.4 Concerns regarding pricing should be addressed within 30 days of the booking confirmation issued by the Venue.

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.

16.2. The Hirer is commercial they shall maintain Public Liability Insurance in the sum of not less than £5,000,000, in place for the use the Premises during the Period of the Hire. *A copy of the Hirer's Public Liability Insurance Certificate shall be provided to the Venue not less than 28 days before the first date of the Period of Hire.*

16.3 If the Hirer is private they must be aware that they are responsible for the risks posed at their event.

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 1998 for statistical analysis,

management, planning and in the provision of services by the Venue and its partners.

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 at the Building without the permission of the Venue.

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

20.3 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.