



WHITNASH TOWN COUNCIL

Franklin Road
Whitnash
Warwickshire
CV31 2JH

Telephone and Fax: 01926 470394

Town Clerk

Mrs J A Mason

Email: jenny.mason@whitnashtowncouncil.gov.uk

WHITNASH COMMUNITY HALL

TERMS & CONDITIONS

To confirm the booking please complete the **Booking Form** below and return it to Whitnash Town Council, Franklin Road, Whitnash, CV31 2JH with a £10.00 (non-refundable) deposit to secure the booking. Full payment is required **7 working days** before the date of event.

We are available to receive payments and answer queries at the Town Council's office on:

Monday - between 10.30 a.m. and 12.00 p.m.
Tuesday - between 10.30 a.m. and 12.00 p.m.
Friday - between 10.30 a.m. and 12.00 p.m.

Alternatively, payment may be made by post. Cheques should be made payable to **WHITNASH TOWN COUNCIL**.

PLEASE NOTE: NO ALCOHOL IS ALLOWED ON THE PREMISES

Please read the Conditions of Hire carefully, and note the following: -

Condition 1 f	Additional use of equipment (e.g. Bouncy Castle)
Condition 2	Vacating the premises
Condition 11	Health & Safety
Condition 13	Environmental Health – NOISE NUISANCE

1. HIRING

- a) Any application for hiring the Community Hall, (hereinafter called the premises) should be made to Whitnash Town Council, Franklin Road, Whitnash, Warwickshire CV31 2JH. Telephone number: 01926 470394.
- b) Bookings will only be accepted from persons over the age of 21, who shall be fully responsible for the care of the premises throughout the period of hire.
- c) The hirer together with 2 further adults shall remain on the premises for the duration of the period of the hire; at least one of whom shall superintend the admission to premises.
- d) The person or organisation to which the premises are hired shall be responsible for its proper and orderly use and for the strict observance of any licensing regulations or other legal requirements governing such use.
- e) The hirer is responsible for leaving the premises in a **clean and tidy condition** and stacking chairs and tables. All damage or loss **MUST** be reported to the Caretaker – Mrs Josie Di-Luciano Telephone no: 01926 832611.
- f) The TOWN COUNCIL shall be advised about any proposal to use any additional play equipment or facility on or in the Community Hall, and in connection with any hire of the hall, may permit the use of the equipment subject to: -

- i) The hirer giving the Town Council confirmation in writing that the hirer has adequate insurance will assume full and total responsibility for any accident or damage to either person or property, howsoever arising during the hire period:
- g) The premises shall only be used for that described in the Booking Form.
- h) The TOWN COUNCIL does not accept any responsibility whatsoever for any personal loss sustained or theft from, or injury to any persons, on any part of the premises, including the adjoining car park and playing field at any time.
- i) **NO KEYS** will be given to the hirer. The caretaker will unlock and lock the hall for the event.

2. VACATING PREMISES

- a) The person or organisation to whom the premises are hired shall be responsible FOR ENSURING THAT THE **PREMISES ARE VACATED PROMPTLY** at the termination of any hiring (AS STATED ON THE BOOKING FORM). They MUST NOT, in any circumstance, leave the premises before the Caretaker is present.
- b) All sessions end at the agreed time stated on the booking form. Latest time the hall can be hired is Mon – Fri until 11.30 p.m. Sat until 5.00pm. Hall is CLOSED on Sundays.
- c) The premises must be entirely vacated, tidied up including stacking of tables and chairs by the time identified as 'End of Booking Time' on the Booking Form.

3. PAYMENTS FOR SINGLE BOOKINGS

- a) Full payment must be received **seven working days** before the hall will be opened for the function. Cheques must have cleared at our bank.

4. PAYMENTS FOR REGULAR BOOKINGS

- a) Payment via invoice shall be paid within **14 days**. Failure to pay within **14 days** will lead to the hall not being opened.

5. SAFETY REGULATIONS

- a) **ALL** conditions attaching to the granting of stage play or other licenses must be strictly observed. Nothing whatsoever shall be done which will in any way endanger the policies of insurance of the Town Council relating to the premises or its contents, and in particular the following should be noted: -
 - i) No obstruction of any kind is to be placed in the gangways or in front of exits.
 - ii) Fire appliances must be kept in their proper places and used for no other purpose.
 - iii) Under no circumstances, should any form of cooking or heating be used other than gas cooker currently installed and approved by the Council. Infringement of this interaction will result in immediate expulsion of the organisation or party from the hall.

6. PUBLIC LIABILITY INSURANCE

- a) The Hirer shall be responsible for obtaining their own public liability Insurance. It is a requirement that Whitnash Town Council have a copy of your Public Liability Insurance when booking the hall and annually thereafter. Please ensure you send us a copy every year after renewing. **(failure to supply this certificates will result in the hall not being accessible for use)**

7. VEHICLES

- a) The car park adjoining the premises may be used for cars and light vans. The hirer is responsible for ensuring that vehicles do not drive over, or park on, the playing field. If the car park is full, vehicles may be parked in front of the shopping area off Heathcote Road, AND NOT IN ACRE CLOSE, or on the approach road to the hall.
- b) The Council does not accept liability for losses from or damage to, any such vehicles.

8. BETTING, GAMING AND LOTTERIES

- a) Nothing shall be done on or in relation to the premises (or organisation) except within the law relating to Betting, Gaming and Lotteries, and the person, or organisation, to whom the premises are let, shall be responsible for seeing that the requirements of the relevant Act of 1963 are strictly observed.

9. STAGE PLAYS

- a) The hirer must obtain any licence required under the Theatres Act 1963, and Cinematography Acts 1909 and 1953.

10. MUSIC, SINGING AND DANCING

- a) Hirer is responsible for applying to Warwick District Council for a Temporary Event Notice.

11. HEALTH & SAFETY

- a) Health and Hygiene:

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

The kitchen must be cleaned before leaving the premises.

- b) Electrical Appliance Safety:

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. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

Portable Appliance testing should be carried out annually and copies of these certificates are required by Whitnash Town Council for reference. Please ensure you send us a copy each year after testing. **(failure to supply these certificates will result in the hall not being accessible for use)**

- c) Drunk and Disorderly Behaviour and Supply of Illegal Drugs:

Under No Circumstances are Alcohol or illegal drugs to be brought onto the premises.

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises.

12. CANCELLATIONS

The Council reserves the right to cancel any booking at short notice, when the use or condition of the premise necessitates such cancellation.

- i) The Hall and Playing Fields committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- ii) The premises becoming unfit for the use intended by the Hirer
- iii) An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
- iv) In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Community Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

13. ENVIRONMENTAL HEALTH

a) Noise Nuisance

Whitnash Town Council wishes to advise hirers that music levels should not be intrusive and that doors and windows of the Community Hall must be kept closed whilst music is playing.

Officers from Environmental Health may visit the premises and monitor noise levels.

There is a maximum fine of £20,000 if you are prosecuted.

Please consider the residents who live in proximity to the Community Hall.

Your assistance in this matter will be appreciated.

- b) Litter must not be left in or about the premises and must be placed in the bins provided outside the community hall.
- c) Dogs or other animals (including birds) must not be brought into the premises, except for Guide Dogs, without the prior consent of the Town Council.
- d) Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

14. CAPACITY

- a) The hall can accommodate **100** people seated at tables and chairs.
- b) The hall can accommodate **120** people in 'cinema' seating. (Plays / choirs)

15. REGISTER OF PEOPLE USING THE HALL

Hirers using the hall will need to have a register of all persons in the hall at the time of the function.

All applications for the hire of the Community Hall **MUST BE MADE ON THE HALL BOOKING FORM** and returned to:

Whitnash Town Council, Franklin Road, Whitnash, CV31 2JH

e-mail: admin@whitnashtowncouncil.gov.uk

HALL BOOKING FORM

PLEASE NOTE: NO ALCOHOL IS ALLOWED ON THE PREMISES

Details of Booking

Booking Number:	Date hall required:
Name of hirer:	Organisation:
Address:	
Post Code:	
Telephone:	E-MAIL:
Mobile Phone:	
Description of event:	Approximate number of persons attending (see Hall Details sheet for capacity information):
Will require use of Hall's crockery & cutlery: Delete as appropriate <p style="text-align: right;">YES/NO</p>	Will require use of kitchen: Delete as appropriate <p style="text-align: right;">YES/NO</p>
Start time of function:	End time of function: (hall will be vacated & locked after clearing up is complete) No variation will be allowed without further charges
Total Duration of hire (hours) No variation will be allowed without further charges	

Repeating Bookings

To qualify for block booking discount, you must make a minimum of six bookings

Re-occurrence <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Calendar Monthly <input type="checkbox"/> Specific Dates Day/s of Week: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <div style="text-align: center;"><input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat</div>	List of dates required
--	------------------------

Booking Costs

Item	Number of hours	Rate per hour	Total	Date paid	Receipt number
Deposit (Non Refundable)	N/A	N/A	£10.00		
Hall Hire Cost		£	£		
Committee Room Cost		£	£		
Field Hire Cost		£	£		
Balance Due (Less deposit if already paid)			£		

I / We have received a copy of the Booking Conditions for the Community Hall and agree to be bound by them. My/Our attention has been drawn to the regulations stipulating that no person under the age of **21 years** may apply to hire any part of the Community hall, **NO ALCOHOL** is allowed on the premises and that **the Premises MUST BE vacated promptly by the time stated above.**

Any licences necessary under the Theatre Act 1968, and Cinematography Acts 1909 and 1953, have been, or will be observed, or will be met by me/us.

Whitnash Community Hall is an equal opportunity provider.

I / We agree to pay the above charges to **Whitnash Town Council**: -

NAME	
Signature	
Date	
Address (if different)	

Name of witness	
Signature	
Date	
Address (if different)	