

Woodhall Farm Community Centre

CONDITIONS OF HIRE FOR ADULT PARTIES

THE HIRER'S SIGNATURE ON THE APPLICATION FORM SHALL CONSTITUTE ACCEPTANCE OF THESE CONDITIONS

- Booking fee to be paid 30 days in advance. Cheques have to be accompanied by a cheque card. A £10 fee will be charged for admin on any cheque not honoured by the bank, as well as the Bank charges.
- Only those rooms/areas as stated on the booking form may be entered.
- The Room(s) may only be used for the specified time booked and this may not be exceeded.
- Officers appointed by the WFCFA must be treated with respect, obeyed, and no abuse of any kind will be tolerated.
- All adult parties will be covered by a damage and public nuisance deposit..
- All under 18 Birthday Parties must be booked by a responsible adult, and responsible adults must be present at parties and make themselves known to the Site Supervisor on duty. This will be checked at the time of the party and if not adhered to, the party will be closed down.
- If security is hired, they must be SIA registered. Charging entry on the door is illegal and will not be tolerated.
- The bar must be closed and music turned off by 11.30pm.
- No under age drinking will be tolerated under any circumstances. Site Supervisors will ask to see identification if under age drinking is suspected. .As per the Licensing Act 2003.
- Nothing shall be done in the Centre which will endanger the users of the building and the policies of insurance relating to it and its contents. Sanctions from loss of deposit or the clearance or immediate cancellation of the hire may be applied.
- No nails, pins, BluTak or sellotape may be used on the painted walls.

In an emergency:

The automatic emergency lighting supply will illuminate all exit signs and routes.

The Centre Manager on duty will call the Fire Brigade to any outbreak of fire, however slight.

The Centre Manager, Fire Brigade and Police Officers etc. must have free access to all parts of the building during the hiring and the Hirer shall comply without question with any direction given by them.

A First Aid Box is available on request to the Centre Manager who should be told of any accident.

You may use the Centre Manager's phone in an emergency

The Hirer must make the provision of sufficient stewards to maintain good order in the rooms and these must remain present and vigilant.

- Care should be taken for the safety of users' property and personal effects as the Management cannot accept responsibility for damage to or the loss of or theft of, Centre users property or effects.
- No recreational drugs of any kind may be brought onto the premises.

Woodhall Farm Community Association reserves the right to refuse admission to or remove from the Centre any person without stating any reason for doing so.

The Hirer to indemnify WFCA against failure to observe these rules

Right of WFCA to terminate hire

If the Hirer shall fail to observe or perform in any respect or secure due observance or performance by others of these Conditions, the Woodhall Farm Community Association may without notice forthwith terminate the Hirer's rights under the Hire Agreement and effect the immediate vacation of the Centre. Such determination shall not release the Hirer from any of his obligations under the Hire Agreement or affect any right or remedy which the Woodhall Farm Community Association may have under the Agreement or otherwise and the Woodhall Farm Community Association shall be entitled to retain for its own use and benefit any monies paid by way of deposit and to sue for any balance outstanding.

The WFCA reserves the right by notice to the Hirer to terminate the Hire Agreement at any time whenever they be of the opinion that the continued hiring would not be in the interest of the good management of the Centre (as to which of the decision of WFCA shall be final). In this case the Woodhall Farm Community Association shall not be liable in damages or otherwise in respect of its actions under this clause. On the termination of the Agreement under this condition the Woodhall Farm Community Association may at its discretion return to the Hirer any monies paid by way of deposit but shall not be liable to the Hirer for any loss or damage he may sustain arising out of such termination.

These conditions may be waived at any time by WFCA..

**I / WE AGREE TO THE CONDITIONS RELATING TO THE HIRE OF ANY PART OF
WOODHALL FARM COMMUNITY CENTRE.**

Signed: _____ Date: _____

Association/Group _____