



Wheathampstead Parish Council

The Memorial Hall, Marford Road, Wheathampstead, Herts AL4 8AY

The Memorial Hall - Booking Terms and Conditions

Please note: You must agree to these terms in order confirm your booking. If you have any queries, please do not hesitate to contact us. Wheathampstead Parish Council is referred to as 'Parish Council' throughout this document.

1.0 General hiring conditions

1.1 Bookings are made by:

- 1) submitting a completed booking form either using the online form or sending us a paper copy
- 2) Paying the hire charge/initial deposit/refundable damage deposit as per the invoice.

No booking is considered as confirmed until this has been done. Regular hirers will be invoiced by arrangement.

1.2 Any rooms that are booked provisionally are held at the discretion of the Parish Council. If confirmation is not received within this period, the Parish Council reserves the right to cancel the provisional booking.

1.3 The hirer will be responsible for arriving at the appointed time to take over the room/s and for securing these. Hirers who occupy the hall outside the booked start and finish times may be liable to further charges. A key should be collected during office hours (09.30 – 12.30) on the day of your booking if Monday – Friday or on the Friday for weekend bookings, or by arrangement with the office.

1.4 Hirers are responsible for preventing unauthorised entry, and for all damage caused. In no circumstances should the building be left unlocked or unattended.

2.0 Sub-letting

2.1 Sub-letting is not permitted.

3.0 Payable deposits

3.1 Bookings must be secured with a cancellation deposit (20% of the final balance) and a refundable damages deposit of £100 for hire of the whole building/Main Hall/Hewitt Room or £50 for hire of the Green Room only.

3.2 The cancellation deposit will be invoiced upon receipt of your booking form and will be deducted from the final balance.

3.3 The refundable damages deposit will also be requested upon receipt of your booking form and will be held in a separate account until after the function. This deposit is to be held against the cost of repairing any damage caused to the accommodation or repairing/replacing any equipment therein. In addition, this deposit will automatically be retained if hirers do not correctly secure the building or return keys.

3.4 The Parish Council will inform hirers of the exact reasons for retaining some or all of the damage deposit at the earliest opportunity.

4.0 Cancellations

- 4.1** All bookings must be paid whether used or not, unless specifically agreed with the Parish Council. All cancellations are to be confirmed in writing and to be addressed to the Clerk at the abovementioned address. Refunds for cancellations will be given as follows:
- A full refund will be given if cancellation is made by the Parish Council.
 - The cancellation deposit (see 4.0) will be forfeited if cancellation is made with 14 or more days' notice.
 - 50% of the total hire charge will be refunded if a cancellation is made with 7-13 days' notice.
 - No refunds will be given if a cancellation is made with less than 7 days' notice.

5.0 Hire charges

- 5.1** Hire charges are reviewed annually with changes being applied from 1st January. The Parish Council reserves the right to amend the charges and these conditions at any time.

6.0 Smoking

- 6.1** All Parish Council properties operate a 'No Smoking' policy.

7.0 Decorating

- 7.1** No nails, hooks or paste, nor anything else which might mark or damage the decoration, structure or furnishings of the Memorial Hall may be used; except where prior permission has been granted by the Parish Council.

8.0 Damage to council property

- 8.1** All damage done to the Parish Council's property, furniture, furnishings and decoration, is to be assessed by the Clerk, whose decision shall be final. The decision will be made acting reasonably and the cost of making good such damage shall be paid by the Hirer.

9.0 Food & hygiene

- 9.1** Hirers use the Council's facilities at their own risk and are responsible for ensuring that all food and hygiene regulations are met by anyone preparing and serving food within the Memorial Hall in respect to their function.
- 9.2** Hirers are responsible for ensuring that their instructed caterers can produce the relevant food hygiene and licensing documentation. Such documentation may be requested by the Council prior to your booking.

10.0 Loss and/or damage to personal property

- 10.1** The Council cannot accept liability for any loss of or damage to property brought into or left in the Memorial Hall relating to any hire.

11.0 Removal of goods/loans

- 11.1** Hirers not removing their property on the day of hiring will be charged a storage fee equivalent to a full day hire charge for each day as necessary, unless previously agreed with the Parish Council.

11.2 Any equipment loaned out which is not returned will be billed to the hirer.

12.0 Cleaning

12.1 The Hall should be left clean and tidy and suitable for the next hirer. Any necessary additional cleaning may be charged.

13.0 Emergency exits/fire extinguishers/fire evacuation

13.1 Hirers should fully acquaint themselves with the location of Emergency Exits and Fire Fighting Equipment and ensure that they understand how these operate. Hirers are responsible for advising their attendees accordingly. Responsible people must be appointed to assist those attending the event should an emergency arise and they should be fully conversant with the emergency procedure.

13.2 Fire regulations require that when the fire alarm sounds the premises must be evacuated immediately. All persons should assemble outside in the Car Park at the edge of the field and the person in charge of the event will be responsible for ensuring that all persons attending the function have vacated the premises.

14.0 Copyright music

14.1 The hirer is required to observe all regulations.

15.0 Licensing

15.1 The Memorial Hall is licensed Mondays to Sundays for music, singing, dancing & entertainment of a similar description. Hirers are not permitted to sell alcohol, including the sale of tickets that include a 'free' drink, without a signed Supplementary Licensing Form.

15.2 Licensable times are as follows:

For supply of alcohol: 12.00 – 23.30 Monday – Saturday 12.00 – 22.00 Sunday 01.30 New Year's Eve	Live music, recorded music, facilities for making music: 09.00 – 00.00 Monday – Saturday 09.00 – 22.00 Sunday
Performance of dance etc 09.00 -00.00 Monday – Saturday 09.00 – 22.00 Sunday	Performance of plays 12.00 – 00.00 Monday – Saturday 16.30 – 22.00. Sunday
Showing of films 0900-23.30 Monday – Saturday 12.00- 23.30 Sunday	Opening hours of premises 0900-00.00 Monday-Saturday 09.00-22.00 Sunday 01.30 New Year's Eve