



**MEMORIAL HALL**

Wheathampstead Parish Council  
Marford Road, Wheathampstead  
AL4 8AY

**Booking Form**

All sections to be completed and returned to Wheathampstead Parish Council at the above address or by scanned document to info@wheathampstead-pc.gov.uk

Before filling in this form, please be aware of the following:

- We do not hire out facilities for children’s birthday parties up to and including age 21.
- You must only be in the building for the hours that you have paid for, because 1) we may have booked in other hirers before/after you and 2) you are only insured for the hours you have been invoiced for.
- If your function will include the sale of alcohol (including the sale of tickets that provide a ‘free’ drink), you must complete a Supplementary Licensing Form. Please see the licensing form for more information.

Organisation or name of person responsible for hiring: .....

.....

Address: .....

Telephone: .....

Email: .....

Brief description of function: .....

.....

Function date: .....

Time of function: From..... to .....

Approximate number of persons attending function: .....

**Facilities required** (see ‘Hire Charges’ document for pricing and room capacities)

Tick all that apply:

- Main Hall (includes kitchen)
- Hewitt Room (includes kitchen)
- Green Room

**Licensing**

Will alcohol be sold? This includes the sale of tickets that provide a 'free' drink. **YES / NO**

If you answered **YES** to this question, please complete and return the supplementary licensing form.

**Conditions of Hire**

I confirm that I have read and accepted the Conditions of Letting (pages 3-5).

I agree to pay a 20% deposit within 7 days of receipt of my first invoice, plus a refundable damages deposit of £50 or £100 (see section 4.0 of the Conditions of Letting).

I agree to pay the outstanding balance within 30 days of receipt of the final invoice.

I agree to complete a supplementary licensing form if alcohol is to be sold during the event.

I am over 18 years of age.

Name: .....

Signature ..... Date: .....

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**Bank details**

For us to refund your damages deposit, please provide your bank account details.

Name on the account: .....

Sort code: .....

Account no.: .....

## **CONDITIONS OF LETTING**

### **1.0 APPLICATIONS**

- 1.1** All applications for hire of the Memorial Hall are to be addressed to the Wheathampstead Parish Council, The Memorial Hall, Marford Road, Wheathampstead, Herts AL4 8AY

### **2.0 BOOKING CONDITIONS**

- 2.1** Bookings are made by submitting a completed booking form (by post or email) and paying the hire charge to the Clerk once an invoice has been generated. No booking is considered as confirmed until this has been done. Regular hirers will be invoiced by arrangement with the Clerk.
- 2.2** Any rooms that are booked provisionally are held for 2 weeks at the discretion of the Clerk. If confirmation is not received within this period, the Council reserves the right to cancel the provisional booking.
- 2.3** 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.
- 2.4** Hirers are responsible for preventing unauthorised entry, and for all damage caused. In no circumstances should the building be left unlocked or unattended.

### **3.0 SUB-LETTING**

- 3.1** Sub-letting is not permitted.

### **4.0 PAYABLE DEPOSITS**

- 4.1** 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.
- 4.2** The cancellation deposit will be invoiced upon receipt of your booking form and will be deducted from the final balance.
- 4.3** 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.
- 4.4** The Council will inform hirers of the exact reasons for retaining some or all of the deposit at the earliest opportunity.

### **5.0 CANCELLATIONS**

- 5.1** All bookings must be paid whether used or not unless specifically agreed with Clerk in the case of a long-term series of bookings. All cancellations are to be confirmed in

writing and to be addressed to the Clerk at the above address. Refunds for cancellations will be given as follows:

- A full refund will be given if cancellation is made by Wheathampstead 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.

## **6.0 SMOKING**

**6.1** All 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 Clerk.

## **8.0 DAMAGE TO COUNCIL PROPERTY**

**8.1** All damage done to the 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 / DAMAGE OF 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 Clerk to 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 LICENCE

**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:

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

### 16.0 AMENDMENTS

**16.1** Hire charges are reviewed annually with changes usually being applied with effect from 1<sup>st</sup> January. The Council reserves the right to amend the charges and these Conditions at any time.