

## **CONDITIONS OF ROOM HIRE**

Please read these Terms and Conditions prior to confirming your booking. By proceeding with the booking the Hirer is deemed to have accepted these terms and conditions.

### **GENERAL**

It is a requirement that all hirers and all of their regular users are members of Watlington Club. This can be done via the Membership page. As members all hirers agree to the Terms and Conditions of Membership.

Members will be aware that the Club manages member's personal information including information collected by CCTV.

The hirer must complete their own risk assessment prior to use of the room(s).

### **Insurance**

The Club has insurance against negligence of Trustees. Beyond this the Hirer is responsible for ensuring that any third party such as a catering company or operator hired to bring equipment such as bouncy castles onto the premises has relevant and appropriate insurance, which shall include public liability insurance.

If the Hirer is operating as a business they are responsible for ensuring that they have relevant and appropriate insurance, which shall include public liability insurance.

Parties for under-18-year-olds require adult supervision at all times. The person making the booking will be responsible for the behaviour of their guests or clients and any damages.

### **PAYMENT AND CANCELLATION**

Payment must be made at least 7 days before the date of hire by bank transfer.

Should you need to cancel your booking at least 14 days notice is required. After this and refund will be at the discretion of Trustees.

If a Hirer is a regular weekly user, the Club reserves the right to cancel all, or part of, certain bookings in favour of a community event. Advanced notice will be given of such events.

### **CARE OF ALL USERS AND THE FACILITIES**

As stated above, the general Terms and Conditions of Club Membership apply to all private bookings. Hirers are responsible for the behaviours of their guests and should ensure that Club Rules are followed. These include respect of local residents.

There is huge pressure on the limited parking facilities at the Club. As indicated in Club Rules, the Club car park is not available to guests attending events at the Club.

Fire exits must be kept clear at all times. Hirers are responsible for briefing their users on appropriate actions to be taken in case of emergency.

No products should be used that may risk damage to the facility. Nothing should be fixed to wall by any means including use of reusable putty, sticky tape, nails or drawing pins.

The Hirer is responsible for ensuring that any electrical equipment they intend to bring in to use on the premises is safe to use. (Ideally passed and been labelled as passed its Portable Appliance Test (PAT) for electrical safety within the last 12 months).

Fireworks are not permitted anywhere on the premises.

The Hirer shall ensure that noise produced by the event shall not cause a nuisance to other club users or to neighbours. No loud music should be played in the room. Music Levels must be kept within the sound levels defined by the Environmental Officer and be turned off by 10.30 p.m. Mondays to Thursdays and 11.30pm on Fridays and Saturdays.

A First Aid kit is located in the corridor just outside the Hall. If used the Hirer must advise the Club Administrator as soon as possible after the event advising details of the accident.

### **CLOSING AND VACATING THE PREMISES**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise Club Trustees shall be at liberty to make an additional charge.

On leaving the premises at the end of an event the hirer is expected to leave it ready for the next hirer.

The premises must be vacated by 11 p.m. Mondays-Thursdays and by Midnight on Fridays and Saturdays.

The hirer shall ensure that the minimum of noise is made on arrival and departure particularly late at night. Car doors, music with a heavy beat and loud voices can disturb local residents.

All cleaning and tidying must be done immediately after your event has finished unless alternative arrangements have been made with the Club in advance.

- All furniture must be returned to its set position. In the Hall, chairs in must not be stacked more than 8 high at the back of the room and not in front of the radiators or adjoining doors to the Georgian Room.
- Tables must be washed down and put away.
- Floors must be swept and mopped as needed.
- Rubbish must be removed from the premises and disposed of by you. It is not to be put in the residential and commercial bins located at the Club.
- The toilets must be left in a good state, as you would expect to find them.
- All lights should be turned off.
- All doors are closed and securely locked when they have finished. This includes the double doors opening onto the patio.
- Hirers also need to ensure the back door/fire exit is closed.

The Hirer is responsible for ensuring return of the keys to their place of safe keeping at the end of the event.

### **COMPLIANCE WITH THE LAW**

The hirer is responsible for adhering to the law with regard to Safeguarding. Confirmation of booking indicates that the hirer will comply with the Terms and Conditions of the Club, the Club Safeguarding Policy and Club Rules as well as other legal requirements.

If a licence of any type is required for a planned activity this must be discussed at the time of booking. The Hirer is responsible for acquiring any licences needed.

Sale of Alcohol - The Club does not currently have a licence. Any venue is limited to 15 temporary bar licenses (TENS) per year; therefore, if a Hirer intends to sell alcohol or ask for donations for alcohol they must request permission to apply for a TENS at the time of booking. If a TEN is approved the Hirer must submit the license number and a copy of the receipt to the Club Administrator before the event takes place.

Alcohol is not to be supplied to anyone less than 18 years of age. Persons under the age of 18 years may be provided with a soft or non-alcoholic drink but not a low alcohol drink.

Alcohol is not to be supplied to anyone who appears to be drunk or who is buying for someone who appears drunk. Drunk and disorderly behaviour must not be permitted

and if someone refuses to leave when asked politely to do so warn him or her that they are committing a criminal offence. In the event that they refuse to leave when asked, call the police for assistance but for safety reasons do not attempt to remove them.

As required by law, all rooms and areas within the building are designated as No Smoking areas. The designated smoking area is at the back of the Club in the patio area.

Illegal substances are not to be brought into the premises.

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

### **ACCEPTANCE**

REMINDER: By proceeding with the booking the Hirer is deemed to have accepted these Conditions of Hire and the Club Membership Terms and Conditions.

**WATLINGTON CLUB TRUSTEES**