

# APPLICATION FOR HIRE OF HALL

## FENWICK AND WILLINGTON ROAD TENANTS AND RESIDENTS ASSOCIATION (Known as Fenwick Hall)

### Hirer Information

- Name of Hirer: \_\_\_\_\_
- Booking on behalf of someone else? Please specify: \_\_\_\_\_
- Full Address: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### Booking Details

- Purpose of Hiring: \_\_\_\_\_
- Date(s): \_\_\_\_\_
- Amount of Time Required: \_\_\_\_\_
- Start Time: \_\_\_\_\_
- Finish Time: \_\_\_\_\_
- Set-Up Time: \_\_\_\_\_
- Additional Hours: \_\_\_\_\_
- Approximate Number of Guests: \_\_\_\_\_

### Hire Charges

- Hiring Fee: £50 per hour
- Refundable Deposit: £200.00
- Non-Refundable Cleaning Fee: £80.00
- Additional Set-Up Hours: £15 per hour
- Total: £\_\_\_\_\_

### Signatures

For and on behalf of the Hirer

Signed by (Print Name): \_\_\_\_\_

For and on behalf of Fenwick Community Hall

Signed by (Print Name): \_\_\_\_\_

Committee

Office Use Only  
Member Resident

Non Resident

# TERMS AND CONDITION OF HALL HIRE

## 1. Priorities for hire

The facility is provided for the benefit of residents of the local community. In hiring out the hall we give priority to activities which directly benefit the community. The outside areas (public playground) can be used when possible.

## 2. Making a booking

Check availability with the TRA Caretaker for your desired date then complete the hire agreement form and return it to the TRA with the deposit being paid on receipt of invoice. The remaining payment is **two weeks before the hire date**. Payment to be made to the bank account on the Invoices. For Estate residents wishing to hire, a proof of address, no longer than 3 months will be required.

## 3. Deposit

A deposit of £200 is required to secure your booking, **it's an additional charge which is not part of the hire charge**. Bookings are reserved on a first come, first serve basis. The deposit will be refunded to you after the hire but may be retained by the TRA in the following cases:

- If you cancel the hire giving less than 14 days' notice
- If you are in breach of any of these terms and conditions
- If you fail to leave the premises promptly at the end of the hire period.
- If your hire causes damage to the premises or they require additional cleaning as a result of your hire
- If you have knowingly misrepresented a relevant fact (e.g. to secure a lower hire rate). In this case the TRA may retain the deposit and cancel the hire.

## 4. Refusing bookings

The facility will not be hired to any person or group, or for any purpose, which in the TRA's opinion is likely to bring discredit on the facility. The TRA may cancel a regular booking without notice or compensation if the hirer is in breach of any of these terms and conditions.

## 5. Cancellation of bookings

### 5.1 Cancellation by you

If you wish to cancel your hire, you must inform the TRA via email. If you give more than 14 days' notice, you will be refunded everything that you have paid. If you give less than 14 days' notice, the TRA will repay the hire charge but keep the deposit.

### 5.2 Cancellation by the TRA

If the TRA must cancel a hire for any reason, it will give you as much notice as possible and normally repay the deposit and the hire charge. However:

- if the cancellation is because of a breach of the terms and conditions, the TRA may keep the deposit and any hire charges already paid for your bookings within the next 14 days;
- If the cancellation is because you have misrepresented a relevant fact, the TRA may keep any money paid in respect of any hires to which that fact applies.
- If it is known that a booking has been advertised on Facebook, community radio or any other social media platforms the TRA will cancel the event and may keep the deposit and any hire charges already paid for your booking.

## 6. Hirer responsibilities

You are responsible as the hirer for ensuring that:

- The numbers attending your activity do not exceed the permitted numbers 150.
- The premises are only used for the purpose for which they are hired.
- Any necessary approvals or licenses in connection with the hire, other than those already held by the Association are obtained prior to the booking and that you will comply with all conditions attaching to such licenses or approvals.
- You will indemnify the Association against all losses, costs, damages and expenses resulting from any failure to obtain such licenses or approvals or from any failure to comply with the same.
- You are responsible to provide your own toilet rolls, hand wash and bin liners.
- **The behaviour of persons using the premises, whatever their capacity, does not disturb the common peace and is neither sexist, racist, homophobic nor is likely to cause another person any offence.**
- Persons leaving the premises during or following the hiring shall do so in an orderly manner and in such a way as not to cause nuisance or other annoyance to neighbours.
- No damage is caused to the premises, fixtures or fittings.
- The premises are left clean and tidy at the end of the hire.
- Children are adequately supervised.
- You are familiar with fire and evacuation procedures and comply with health & safety conditions and legal requirements applicable to your activity.
- Your activity finishes promptly at the end of the hire period.
- No smoking or vaping is permitted in the building.
- No animals (other than guide dogs) are permitted in the building.
- No Indoor bouncy castles are permitted in the building.

## 7. Hours of use

**Activities must end by 22:00h Sunday – Thursday and by 23:00h Friday – Saturday.** Your activity must finish promptly at the end of the hire period. Failure to do so, will put your deposit at risk.

## 8. Noise and nuisance

The facility is situated in a residential area. It is your responsibility as hirer to make sure that:

- Your activity does not cause levels of noise nor strong vibrations that disturbs local residents. **Therefore no subwoofers speakers are permitted.** This makes it unsuitable for parties and other events at which loud music is played. Failure to do so, will give the TRA the right to end your event immediately and retain your deposit.
- All music must cease one hour before the end of your booking
- At the end of your activity the people attending do not cause noise or nuisance as they leave. This applies particularly to evening uses.

## 9. Insurance

Regular users are required to supply evidence of satisfactory insurance cover for their activity. Other users, such as a hiring for a 'one off' party or function should obtain a 'single event' public liability insurance.

## 10. Other conditions

Refuse **MUST** be disposed of properly at the end of your event. If there is not enough room in the bins, **you must take the refuse away with you and dispose of it in another way.**

The TRA reserves the right to add further conditions relevant to your activity. These will be notified to you in the confirmation letter.

## **WHAT YOU AGREE TO DO WHEN LEAVING THE FACILITY AFTER YOUR HIRING**

- 1) Your activity must finish promptly at the end of the hire period.
- 2) Stack chairs (5/6 high) and tables properly in the appropriate storage areas.
- 3) Sweep all floors, wipe all kitchen surfaces, clean and wash microwave and cooker (inside and out).
- 4) Ensuring that all liquid spills are cleaned off, ensure that chairs are clean and there are no liquid spills left on them.
- 5) Dispose of any rubbish by using the bins or by taking your rubbish with you for later disposal.
- 6) Make sure that any fire exits are secure from the inside.
- 7) The outside grounds of the hall must be kept clean and all pathways clear of rubbish.
- 8) The noise level and the bass of music must not be disruptive to our neighbors.

**ENSURE THAT, AS YOUR GUESTS LEAVE, NOISE IS KEPT TO A MINIMUM – REMEMBER THAT YOU ARE IN A RESIDENTIAL AREA! SEE NOTE 8 ABOVE**