

Welford & Weston on Avon Memorial Hall Letting Terms & Conditions

Registered Charity No: 523032

All hirers are responsible for following the Hall's Safeguarding and Fire & Health and Safety procedures as detailed on the noticeboard in the Hall.

Payments

- Payment should be made online to HSBC, Account Name "The Welford on Avon & Weston on Avon Memorial Hall", Sort code 40-43-19, A/C 50853712, referencing the name and booking date along with email confirmation of payment to welfordmemorialhallbookings@gmail.com.
- "One Off" booking payments should be made a minimum of 1 week before the booking date.
- "Regular" booking payments should be made by the end of the month the hall is booked for.
- Start and End timings include any set up prior to event and take down post event
- Hire charges will be as laid out on the booking form: currently £12.50 per hour booked (half hours will be rounded up to whole hour for charges)
- In the event of a booking cancellation:
 - Email both welfordmemorialhallbookings@gmail.com AND welfordmemorialhall@gmail.com
 - "One off" booking cancellation less than 2 weeks before the booking, the full costs shall still be payable.
 - "Regular booking" cancellation less than 24 hours before the booking, the full costs shall still be payable.

General Conditions

- The requirements of the Entertainments Licence, Fire Management Plan and Room Risk Assessments (see notice boards) must be complied with.
- All losses and damages to the Memorial Hall premises and property are chargeable.
- The hirer shall not use the premises for any purpose other than that originally booked.
- The hirer shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way or in any way that could be deemed to bring the Memorial Hall into disrepute.
- The hirer shall not do anything to or bring onto the premises anything that may endanger the premises or render invalid any insurance policies in respect thereof.
- No hirer shall be under the age of 25 years.
- The Hall is not licensed, and the Hirer is responsible for organising their own license (Temporary Even Notice) should their event need it. This can be obtained from Stratford District Council at <https://www.stratford.gov.uk/licenses-permissions/temporary-event-notices.cfm>
- The Hall shall in no way be liable for any accidents or injuries caused using inflatable equipment. The Hirer must ensure suitable 3rd party insurance is provided by the supplier of the inflatable equipment - if deemed necessary by the Hirer.

- Any items left on the premises are left at the owner's risk.
- Any electrical appliances brought on to the premises for use must be PAT tested and labelled.

Post Hire "Take Down" Requirements After Your Event:

- The Hall is to be left clean and tidy after your event.
- Please wash, dry and put away any crockery/equipment used, wipe down all kitchen surfaces and tables used
- Please sweep the floor using the brooms provided
- Please dispose of all rubbish (including rubbish left in the toilets and the kitchen bins) into the relevant wheelie bins that are located outside down the side of the hall (accessed via side doors)
- If chairs and tables are used, they must be put back on the relevant storage trolleys after use.
- All Hall electrical appliances are to be switched off and unplugged after use.
- Before vacating the building, all windows and doors are to be secured, and lights extinguished including in the toilets.