

## Whittington Community Hall

### Booking Terms and Conditions – From March 2023

The Hirer	The Hirer is the individual named placing the booking online on the Hallmaster booking system or signing the contract of hire with Whittington Community Hall for the Hire of the Hall or part of the Hall, and any organisation they may represent.
Whittington Community Hall	The contract of hire/online booking via Hallmaster booking system is with Whittington Community Hall (also known as Whittington Village Hall). The assigned representative will manage the booking on our behalf. This includes reference to “The Booking Secretary”, “Hall Manager”, “Booking Secretary” and “The Management Committee” within this document.
The Hall	<p>Whittington Community Hall, is made up of the following spaces:</p> <ul style="list-style-type: none"> <li>• The Main Hall (the large main room)</li> <li>• The Meeting Room (the smaller room)</li> <li>• The Kitchen</li> <li>• The Kitchenette</li> <li>• Toilets</li> <li>• Entrance space</li> <li>• The Garden (the patio and two main grassed areas)</li> <li>• The Car Park</li> <li>• The Storage Areas*</li> </ul> <p><b>Use of each space will be agreed as part of the contract/online booking with the Hirer, however, *the Storage Areas will <u>not</u> be included in bookings and should not be used by the Hirer.</b></p> <p>The garden, carpark and outdoor spaces are currently not available to hire by themselves.</p>
Types of Events Not allowed in the Hall	<p>Acceptance of bookings is at the discretion of the Hall Management Committee. The following types of events can currently not be accommodated and cannot be booked at the Hall –</p> <ul style="list-style-type: none"> <li>• Hen or Stag parties, 18 and 21<sup>st</sup> birthday parties, school leaving parties.</li> <li>• Wedding and engagement parties</li> <li>• Late night functions</li> </ul>
The Bookings Packages	<ol style="list-style-type: none"> <li>1. The Main Hall (the large main room) The Hirer only has access to The Main Hall. Other rooms/spaces maybe used by other bookings. The Kitchen is available to hire at the same time as the Main Hall at an extra charge.</li> <li>2. The Meeting Room (the smaller room) The Hirer only has access to The Meeting Room. Other rooms/spaces maybe used by other bookings. Access to the meeting room and the toilets will be through the Entrance Space. The Kitchenette can be made available for use with the Meeting room at no extra charge.</li> <li>3. Exclusive Use of the Whittington Community Hall Access to all rooms and spaces, but not including storage area.</li> </ol> <p><b>Bespoke packages can be discussed with the Booking Secretary.</b>  <b>Contact <a href="mailto:Bookings@whittingtoncommunityhall.co.uk">Bookings@whittingtoncommunityhall.co.uk</a></b>  We reserve the right to upgrade your booking to a larger room or exclusive use.</p>

Included in each booking/package	<p>The booking is for the agreed areas of Whittington Community Hall. Any rooms/spaces not included in the agreement are not accessible and the Management Committee reserves the right to hire these separately or use them for their own purposes. Only hire of the entire Hall guarantees exclusive use of all the spaces. Rooms not hired will be locked and may be alarmed.</p> <p>Included in each booking:-</p> <ul style="list-style-type: none"> <li>• On-site parking space (subject to availability. Space may be shared with another hirer)</li> <li>• Free Wi-Fi</li> <li>• Electrical access points in hired area</li> <li>• Access to the toilets – Female, Male and Disabled</li> <li>• Access through the main Entrance</li> </ul> <p>The Hirer is not allowed or entitled to use Whittington Community Hall as its registered, formal, business, contact or correspondence address under any circumstances.</p>
Capacity	<ul style="list-style-type: none"> <li>• Main Hall (large main room) – 100 people (or with 2 metre distance 26 people)</li> <li>• Main Hall (large main room) - for sports 67 people</li> <li>• Meeting Room – 12 people seated board room style (or with 2 metre distance 6).</li> </ul> <p>There are three individual cubicles in the ladies toilets.  There are two cubicles in the mens toilets and a urinal.  There is one disabled toilet with Baby Changing facilities.  The other rooms, such as the kitchen are not factored into capacity calculations.  Please see the website for suggested setup arrangements and corresponding capacities.  <a href="http://whittingtoncommunityhall.co.uk/more-about-the-hall/">whittingtoncommunityhall.co.uk/more-about-the-hall/</a></p>
Booking Times and Dates	<p><b>The Hall is hired by the hour. Standard hiring times are between –</b>  <b>Monday-Friday: 8am - 11.00pm</b>  <b>Saturday: 8am – 11.00pm</b>  <b>Sunday: 8am – 11.00pm</b>  <u><b>The booking time must include any setup and clear away/derig of an event by the Hirer</b></u>  i.e. the hire time starts from entry and ends at final exit time.</p> <p>Setup, de-rig and cleaning may need to take place on the day before or day after a booking, and therefore the Hirer will need to book the Hall and pay for those dates and times as well.</p> <p>The date and time of the requested (provisional) booking is not finalised until agreed by the Booking Secretary. Once the initial enquiry has been checked and agreed by the Booking Secretary an invoice (see section on invoicing further below) will be emailed to the Hirer requesting payment of a non-refundable deposit to secure the date and time of the requested booking. Once the deposit/payment has been received in the Hall’s bank account, the provisional booking will be confirmed as booked on the Whittington Community Hall Hallmaster online diary. For some functions the whole hire cost of the Hall may need to be paid in advance of the event.</p> <p>Once the booking has been agreed this can only be changed with agreement of all parties by contacting the Booking Secretary <a href="mailto:bookings@whittingtoncommunityhall.co.uk">bookings@whittingtoncommunityhall.co.uk</a></p> <p>Full payment will be required for each date and time booked even if the Hall is not used, unless notified in writing one week before the event. The final invoice will be emailed to the Hirer for payment to be made.</p> <p><b>Access to the Hall will be given to the Hirer, at the start time of their booked time, by the Hall Caretaker or one of the Hall Management Committee.</b></p>
Care of the Hall	<p><b>Hirers agree to make every effort to care for the fabric and contents of the building and outdoor spaces.</b></p> <p>We expect Hirers to leave it as they find it and to remove all their own materials and equipment from the Hall along with any rubbish. Please take your rubbish away with you.</p>

	<p>The <b>'leave it as you find it'</b> request extends to the entrance area, toilets and the space outside the Hall that your guests may be using before, during or after the booking.</p> <p>The Hirer is not allowed to fasten anything to walls, floors or surfaces, this includes not using blue-tac, Sellotape/and sticky tape, gaffer tape, nails, tack etc.</p> <p>Please use the cleaning materials provided by the Hall, or if you are bringing your own first check for suitability with the Booking Secretary.</p> <p>Please bring your own tea towels if using the Kitchen or Kitchenette</p> <p>The Hirer is responsible to inform the Management Committee of any damage, marking, or spills that occur during their use by the end of their booking. Email - <a href="mailto:bookings@whittingtoncommunityhall.co.uk"><b>bookings@whittingtoncommunityhall.co.uk</b></a></p> <p>If the Hirer causes any damage to the building, fixtures and fittings or outdoor facilities through a lack of care or due to not following these terms and conditions they will be charged for the cost of repair and or cleaning.</p> <p>The conditions in the Hall and Meeting Room are <b>climate controlled and monitored by settings in each room</b>. The temperature may be adjusted using the simple up and down arrows on the control units. Other settings, which simply affect the fan direction and speed should not be altered.</p> <p>If there are concerns about the temperature in the Hall they should inform the Management Committee immediately email <a href="mailto:info@whittingtoncommunityhall.co.uk"><b>info@whittingtoncommunityhall.co.uk</b></a></p> <p>The Hirers must ensure all windows and doors are closed and secure, and inside lights are off before exiting the Hall.</p>
Furniture/Setup	<p>The Main Hall (the main large room) is rented empty with no furniture, however, where the Management is able it will make available the hall furniture as required for the booking. This is limited to furniture that it currently owns, for example 14 trestle tables (seating a maximum of 8 per table) and 110 plastic chairs.</p> <p>The Meeting room (smaller room) has board room style tables and extra side table and 14 cushioned chairs.</p> <p>Please make sure you inform us of your furniture requirements at the booking stage as we may not be able to accommodate furniture requests that come later. The tables and chairs are kept in a locked storage cupboard. The cupboard will be unlocked if tables and chairs are requested for the Main Hall. <b>It is the responsibility of the Hirer to put out and set up the tables and chairs and clean and clear them away at the end of the booking.</b></p> <p>If you wish to view the Hall in person prior to your booking, please discuss this with the booking secretary during your on-line enquiry or email <a href="mailto:bookings@whittingtoncommunityhall.co.uk"><b>bookings@whittingtoncommunityhall.co.uk</b></a></p>
Additional Setup	<p>Any additional setup beyond what we can offer, such as staging, sound and lighting systems, bouncy castles etc. is the responsibility of the Hirer to source and setup along with any costs involved and any liability for damage to the equipment.</p> <p>If any additional equipment and furniture is to be brought into the venue, the booking secretary should be informed and agreement sort at the time of booking. Please ensure you have booked enough time for this to be delivered, set up and collected at the end.</p> <p><b>Equipment and furniture must not block access to the emergency exits and doors.</b></p>
Car Parking	<p>The Hirer is responsible for those attending their event to park considerately.</p> <p>There is space for up to 32 cars to park, if vehicles are parked sensibly on the gravelled area.</p> <p>There are two disabled spaces close to the front door.</p>

	<p>A plan of the carpark layout is on the website. Do not park on the grass or planted areas. Note that unless you have booked 'Exclusive Use' of the Hall, other hirers may also be using the car park.</p>
Accessibility	<p>The Hall contains level flooring throughout. There is step free access from the main entrance. There are two designated vehicle spaces for those with accessibility needs. If you have any special requirements, please inform us at the point of booking. There is a disabled toilet.</p>
Kitchen	<p>The Kitchen is available to book for an extra charge. It is not available to bookings unless indicated in the booking contract. The Hirer is responsible to bring any resources needed to make use of the Kitchen and is expected to leave it clean and tidy after the booking. There is an electric cooker, microwave, fridge, sink, dishwasher, work surfaces, central stainless-steel table, 2 kettles, 2 teapots, access to china, glassware and cutlery. Please bring your own tea towels.</p>
Kitchenette	<p>The Kitchenette is available to use with the Meeting room (small room) only. Please indicate at the time of booking the Meeting room if you want access to the Kitchenette. There is a sink, fridge, worksurface, kettle, teapot, cups and saucers, mugs, plates and cutlery for 12. Please bring your own tea towels.</p>
Food & Drinks	<p>Individuals may bring their own food and drink to be consumed on site. <b>The Hall does not have a licence to sell alcohol.</b> <b>A Temporary Event Licence and a licence to sell alcohol and play music may need to be sought for your event and is the Hirers responsibility. If you are selling alcohol, you must also arrange for someone with a personal licence to manage the sale and service of alcohol.</b> It is important to care for the space when consuming food and beverages. Care should be taken, and any spills should be cleaned. All food and drink should be removed from the Hall and site at the end of a booking. Waste food and drink should be taken away and not left in the Hall dustbins.</p>
Music	<p>Before any performance of copyrighted musical works can be given in public, the Hirer is required to make arrangements with the Performing Rights Society (PPL PRS) to arrange payment of the appropriate fees. This includes music for exercise classes, concerts and recitals. For more information, please see <a href="#">PPL PRS   TheMusicLicence   The UK's public music licensing company</a></p>
Conduct	<p>The Hirer is responsible for the conduct of the attendees during their hire of the Hall. It is their responsibility that the behaviour of their guests does not constitute a breach of law or negatively impact on Whittington Community Hall and the neighbourhood.</p> <p>The Hirer is responsible to make sure that their attendees are aware that the area is a residential area. This is particularly important on departure from evening events.</p> <p>If the event planned is going to involve significant noise this must be discussed at the time of booking with the Booking Secretary and may require other approvals and licensing arrangements. The cost of any of these must be fully born by the Hirer.</p>
Smoking	<p>There is no smoking or vaping inside the Hall in any circumstance. While smoking is permitted outside the Hall, we ask that Hirers ensure excessive litter is not left, including cigarette butts. We ask Hirers to use the cigarette ash bins provided, round the corner to the left of the main entrance and round the corner to the left outside the patio doors of the main hall.</p>
Fireworks & Chinese lanterns	<p>Fireworks and pyrotechnics are NOT allowed inside or outside the Community Hall, either on the Hall land, or in the private field to the south of the Hall or in the driveway, or road or grass verge outside the Hall. Chinese lanterns are not allowed to be used and set off from the Hall or surrounding area. The use of smoke or haze machines is not allowed inside the hall or close to the hall. Consideration must be given to local residents, and livestock in the neighbouring fields.</p>

Health & Safety	<p>It is the responsibility of the Hirer to carry out a risk assessment for their own event at the Hall. The Hall Management may request a copy of The Hirers own risk assessment, depending on the nature of the event.</p> <p>All electrical equipment a Hirer brings into the Hall must have an up-to-date PAT test certificate.</p> <p><b>The Hirer must ensure that all emergency exits are kept free of furniture and are accessible. E.g. Furniture and bouncy castles must not be located directly in front of an emergency exit or an internal or external door.</b></p> <p>The Hall can provide risk assessment guidelines that can be used by The Hirer to develop a risk assessment specific to their event.</p> <p><b>A defibrillator is located outside of the hall main front entrance. Instructions are on the box on how to access the equipment.</b></p> <p>In the event of an incident where first aid is required the Booking Secretary must be informed and the incident will be logged in an accident book.</p> <p>The Hirer is responsible for ensuring appropriate insurance is in place for the event, including any items they are bring into the Hall.</p>
Fire & Emergency	<p>The Hirer must have a list of all attendees of their event.</p> <p>Fire exits are clearly marked in Hall and are easily opened.</p> <p>The Hirer is responsible to ensure that all participants and visitors for their booking are informed of evacuation procedures and are aware of the fire exit routes.</p> <p>Throughout the course of the event it is essential that all fire routes are kept clear.</p> <p>Consideration to this must be given when planning the layout of the room/s hired. This is particularly important if not using a standard layout.</p> <p><b>Ensure all doors are accessible and not blocked by furniture – internal, external and emergency exit doors.</b></p> <p><b>Do not use the emergency exits as general access to the outside.</b></p> <p>In the event of a fire or other emergency those in the Hall should evacuate to the Hall Carpark by the shortest safe route. <b>The emergency assembly point is located in the front carpark opposite the main entrance into the Hall.</b></p> <p>The Hirer will need to check all participants are accounted for and inform the Fire service of any that are missing.</p> <p>The Booking Secretary must be informed of any fire or emergency incidents.</p>
Inflatables (bouncy castles)	<p>Inflatables such as bouncy castles are allowed to be used in the Hall grounds or inside the Hall if hired from a reputable company.</p> <p>The hire of inflatable equipment is done so at the risk of the Hirer and the Hirer takes full responsibility for the use of the equipment and the safety of those in attendance.</p> <p>Generators are not allowed inside the Hall. Electrical equipment used to inflate the equipment must have a current PAT test certificate. The Hirer must make arrangements to cover any wiring e.g. with appropriate rubber matting.</p> <p>A risk assessment is required for the use inflatables.</p> <p>Insurance for the use of inflatables is required and is the responsibility of the Hirer.</p> <p>Inflatables must not be located by doors and emergency exits.</p> <p><b>The Hirer must ensure that the delivery and set up, and take down and collection of inflatables is done within the booked time.</b></p>
Safeguarding & Protection of Children and Vulnerable Adults	<p>The Hirer is required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring all necessary checks are undertaken. Whittington Community Hall Management Committee and Trustees accepts no responsibility for the Hirer’s failure to comply with these requirements.</p> <p>Safeguarding concerns should be referred to the police or/and social services as required and also reported to the Booking Secretary <a href="mailto:bookings@whittingtoncommunityhall.co.uk">bookings@whittingtoncommunityhall.co.uk</a></p>
Sales	<p>If the Hirer wishes to sell any items to attendees during their booking, they must inform the Booking Secretary at the time of enquiry and booking. The sale of alcohol requires a licence (see ‘Food and Drinks’ above).</p>
Problem with event	<p>In an emergency, the emergency services should be the first point of contact.</p> <p><b>If a problem arises during an event, then the first point of call is the Caretaker 07726</b></p>

Feedback	<b>460681.</b> We would appreciate feedback about your booking/event. To send us feedback email <a href="mailto:bookings@whittingtoncommunityhall.co.uk">bookings@whittingtoncommunityhall.co.uk</a>
Fees	The standard fees are available on the website: <a href="http://whittingtoncommunityhall.co.uk/">http://whittingtoncommunityhall.co.uk/</a> Fees will be agreed at booking. Fees are not negotiable. Additional fees may be charged for out of hours use and setup needs, that go beyond those offered in the basic packages. Also, for damage and additional cleaning. Fees will be reviewed on an annual basis and may increase. <b>A new scale of fees will come into effect from 1<sup>st</sup> April 2023.</b>
Deposit, Invoice and Payment	For a 'multiple hour' booking, a non-refundable deposit of £25 is payable on receipt of invoice, in full, shortly after the time of booking. Or for a 'whole day/multiple day' booking, a 10% (of the whole hire) non-refundable deposit is required to be paid on receipt of invoice. However for some events the Hall Committee reserved the right to ask for the full hire fee to be paid in advance of the event happening. Bookings of a single hour are not generally allowed. Please contact the Booking Secretary to discuss this. When agreed under special circumstances and conditions, the fee is payable in full on receipt of invoice in advance to secure the booking. Should extra fees be payable, the final fee will be invoiced after the booking has been completed. Payment is expected 15 days after the booking by Bank transfer (Whittington Village Hall Bank Account) Multiple booking dates can only be booked for up to 3 months in advance (unless by special agreement), after which a renewal request is required.
Cancellation	In the event that the Hall has to cancel the booking then any amount paid is refundable. The Management Committee and the Hall will not be liable for the Hirers expenses or loss of income. If the Hirer cancels the booking the deposit is lost. In addition, if they cancel less than one week before the booking the full fee including extra staff costs (such as cleaning and set-up) that have already been committed will be payable and invoiced. If the booking has to be cancelled due to Government Covid-19 guidelines or restrictions then the Hall will either refund or discuss with the hirer holding the fee for future hire.
Disclaimer	The Whittington Community Hall Management Committee reserves the right to amend these terms and conditions without notice. We reserve the right to adjust the booking as necessary to ensure the smooth and continued operation of the Hall. There may be circumstances beyond our reasonable control that either delay the booking taking place or mean that the booking cannot take place on that day. Whittington Community Hall Management Committee and Trustees shall not be liable for any loss or damage arising from a breach of the terms and conditions of this Agreement or any delay or failure in providing the Event or any services which occur as a result of a Force Majeure reason.
Agreement	By placing a booking the Hirer agrees to abide by these terms and conditions.

Issued March 2023