

Walbottle Village Institute

The Green
Walbottle Village
Newcastle upon Tyne.
NE15 8JE

**PLEASE ENSURE THAT YOU READ THIS DOCUMENT CAREFULLY BEFORE
MAKING A BOOKING.**

Walbottle Village Institute - Hall hire Agreement.

1. In these Terms and Conditions the term "the user" shall include the person signing or lodging the application and any person or organisation on whose behalf the application is made, all of whom shall be jointly and severally liable.
2. Payment in full must be made at the time of receiving notification that the application has been accepted.
3. The board of trustees reserve the right to decline requests for hire. You must not use the premises for any purpose other than that described in the Agreement. This includes the use of the Walbottle Village Institute for any Religious services of any denomination.
4. Cancellation. The user or the Walbottle Institute Board of Trustees can cancel the booking not less than 1 week before the booking date. Full refund of all advance fees will be made in the event of cancellation. There will be no refund if cancellation is less than 1 week before the reserved date unless the cancellation is made by the Board of Trustees.

5. General Conditions of Use

Use of Hall (maximum capacity of 60 people).

- (a) The Board of Trustees have an absolute right to refuse a booking.
- (b) All bookings must end at 23.00 (Monday-Sunday). All property of the user must be removed before the end of the period of authorised use. This means the hall must be empty at this time.
- (c) The user is responsible for the proper conduct of everyone using the Hall during the period of use and shall do his/her best to prevent anyone causing an annoyance or inconvenience to other persons. In particular, the user must keep noise to a reasonable level, having regard for any surrounding residents. Parties with music should keep the main doors closed for this reason. The Board of Trustees or its authorised representatives may stop any meeting, entertainment or function, which is not properly conducted.
- (d) The user is responsible for the proper conduct of children attending his/her function and shall do his/her best to prevent any child causing an annoyance or inconvenience to other persons. In particular, the user must keep noise

made by children to a reasonable level and prevent the use of the area at the front of the Hall.

(e) Children must not be allowed in the Kitchen for safety reasons.

(f) The Hall **may not** be used for:

- i The sale of alcohol.
- ii Bouncy castles or similar inflatables.
- iii Martial arts
- iv Live music after 22:00hrs

(g) compliance with statutes governing the preparation serving or selling of food

(h) compliance with statutes governing persons working with or caring for children (including their engagement supervision and training)

(i) No nails, screws, bolts, drawing pins etc. may be driven into the walls and fixtures of the Hall or any other fittings. Any adhesive fixings i.e. Command Strips etc must be removable without leaving damage to surfaces, stains or residue. Any damage will be charged to the hirer.

(j) The user is responsible for all damage done to the Hall (and any Fixtures and Fittings and Furniture and any other articles in it) during the period of use, whoever may have caused the damage. The User agrees to pay all damages.

(k) The Hall must be cleaned and all crockery washed up and put away. All tables and chairs and other furniture returned to where they are normally stored before the end of the period of use. Please note that it is the responsibility of the user to remove all rubbish from the Hall, including the surrounding area and placed in the outside bin. If the bin is full you must take the rubbish home. If the user fails to observe these conditions the Board of Trustees may perform it on behalf of the user and recover the cost from the user.

(l) The benefit of a booking may not be assigned or transferred (in whole or in part) and the Hall or any part of it may not be used by any person other than the user.

(m) The user must ensure that there are competent attendants on duty at the Hall during the event, none of whom shall be less than 18 years of age.

(n) The user must comply with all conditions and regulations made in respect of the premises by the Fire Authority, or Local Authority in connection with the event.

(o) Highly flammable substances are not to be brought into or used in any part of the Hall nor are internal decorations of a combustible nature (e.g. candles, polystyrene, cotton wool) to be erected without the consent of the Board of Trustees. If electrical appliances are brought to the Hall by the user

then the user must ensure that these items are safe and in good working order and used in a safe way.

(p) After each booking the hirer will check:

- (i) All taps are turned off in the kitchen and toilets
- (ii) The radiator valves must NOT be adjusted in the main hall.
- (iii) The Hive thermostat controller **MUST NOT** be **touched, adjusted, switched off** or **UNPLUGGED** under any circumstances

6. Child Protection .

5.1 The signed current Child Protection policy is posted on the Walbottle Institute Website. A copy Can be obtained from the booking Officer. Hirers are required to read this and ensure that they have their own Child Protection Policy and procedures that are consistent with these standards.

5.2 The user is required to ensure that children are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring all necessary Child Protection checks are undertaken. The Board of Trustees accepts no responsibility for the user's failure to comply with these requirements.

7. Protection of Vulnerable Adults

It is the responsibility of the Hirer to ensure the protection of any vulnerable adults using the Hall.

8. Insurance

The Hall is covered for any claims due to negligence on the Board of Trustees part. However, the hirer must take out their own insurance, to cover any other claims which may arise in relation to damage caused by the user in the Hall.

Disclaimer The Board of Trustees, its agents and servants shall not be liable to the hirer or to any person using or entering the Hall/Room(s) for personal injury or for damage to, loss or theft of any property brought into the Hall unless caused by negligence on the part of the Board of Trustees. The user shall indemnify the Board of Trustees, its officers, agents and servants against all claims made by, and liability to, any person in respect of such damage, loss or theft.

9. Parking

(a) **ALL** vehicles are parked at owner's risk. The Board of Trustees are under no liability to insure against loss, theft or damage to vehicles whilst parked on the public road outside.

(b) The Emergency accesses must not be obstructed at any time and must be kept free at all times.

NO PARKING IS ALLOWED ON THE VILLAGE GREEN

10. Fire and Emergencies

(a) The user is responsible for calling the Fire Brigade to any outbreak of fire however slight and for reporting this immediately to the Emergency telephone number

(b) The user must ensure that all exits, emergency exits and fire appliances are free from obstruction and available for use at all times during the period of use.

11. Rights of Access of The Board of Trustees.

The members of the Board of Trustees and any persons authorised by them shall have the right to enter any part of the Hall/Room(s) at all times during the period of use.

Hall Booking Contract.

Booking to commence

I/We have read the terms and conditions for the use of the Walbottle Institute and agree to abide by them.

Signature:.....

....

Date:.....

.....

**Please print
name:**.....

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On behalf of (Organisation)

.....

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Please return with a full payment of £.....

Cheques to be made payable to:

.....

BACS payments preferred

BACS payment to:

Please note that when your invoice arrives there will be an invoice number on it. It is important that you use this number as your reference to facilitate traceability. PLEASE NOTE You may be charged twice if your allocated Invoice number is not used.**

Name (as it appears on the account).....

Account number:.....

Sort Code.....

When completed please return by email or other to: The Bookings Officer

Address: Walbottle Village Institute. The Green. Walbottle Village.
Newcastle upon Tyne. NE15 8JE

e-mail to: anna@walbottlevi.com