

Telephone number: 024 7630 3947
Email: hagardcommunityspace@weetc.org.uk

Terms and conditions of hire

Copy to be retained by hirer.

1. Applications for hire

All applications for hire should be made to the Hagard Community Space, Remembrance Road, Willenhall, Coventry, CV3 3DG.

The Hagard Community Space reserves the right to refuse any application without stating the reason for doing so and reserves the right to impose special conditions should this be required. Every application must state the nature and purpose of the letting for which the facility is required. The Hagard Community space will have the power at any time and without previous notice to cancel any letting.

2. Charges

(a) Charges for the use of the facilities, effective from July 2015:

	Mon-Fri	Sat or Sun
Main Hall	£15 per hour	£30 per hour
Lounge	£10 per hour	£15 per hour
Upstairs Room	£10 per hour	£15 per hour
MUGA	£10 per hour	£10 per hour

Willenhall Community Forum reserves the right to alter, add to, omit or vary the said charges.

(b) If the booking exceeds the time booked further charges will apply and are subject to a special events notice being obtained from Coventry city Council, for which the hirer will be responsible for arranging, and covering any costs this may incur.

3. Payment

(a) Block bookings: Please refer to long term room hire form.

(b) Single bookings: Payment in full is required 14 days before the booking.

Damage Bond/Refundable Deposit

A returnable damage bond £100.00 is required and will be forfeited if the hall is

left in an unreasonable condition, damaged or the function over-runs its exit time. **Please note:** The damage bond is required at least one week before the booked date.

The hirer will be responsible for ensuring that the hall is left neat and tidy after use and that any rubbish is removed and spillages cleaned up. Willenhall Community Forum will leave the necessary cleaning equipment and black bags for collecting rubbish. Please remember to build in cleaning up time into your agreed hire time. PLEASE NOTE: the building must be vacated by 11pm.

The Damage Bond/deposit payment is refunded at the discretion of Willenhall Community Forum and is not negotiable

The booking form, any payment and any relevant insurance policy or Special Events Notice (if required) must be sent to: Hagard Community Space, Remembrance Road, Willenhall, Coventry, CV3 3DG as soon as possible.

The hirer must contact the Hagard by telephone on 024 7630 3947 or email address: hagardcommunityspace@weetc.org.uk at least 1 week prior to the event to ensure that all arrangements are confirmed.

4. Cancellations

Block bookings: in the case of a cancellation of a block booking, the hirer shall pay to Willenhall Community Forum Ltd the full amount of the basic hire charges together with any other losses incurred, unless 14 days' notice is given in writing. Single booking: in the case of cancellation the hirer will reimburse the Willenhall Community Forum Ltd for any losses incurred, including loss of letting income and at the discretion of the Willenhall Community Forum, unless 14 days' notice is given.

The Willenhall Community Forum Ltd reserves the right to close or prohibit the use of any of the facilities at their discretion. Any amounts paid by the hirer in respect of a booking cancelled in respect of or in accordance with this condition will be refunded but the Willenhall Community Forum Ltd will not be liable for any other expenditure incurred, or loss sustained, directly or indirectly by the hirer, arising from the cancellation.

5. Admission

The Willenhall Community Forum Ltd reserves the right to refuse admission or to evict any person from the facility. The Willenhall Community Forum Ltd reserves the right of entry to any of its employees and trustees at all times to the facility.

6. Users Regulations

The hirer is responsible for the control of all who are admitted to the facility and to ensure that they conform to the regulations governing the use of the facility.

The hirer should also ensure that noise is maintained at a reasonable level so as not to cause disturbance and nuisance to residents, particularly during hot weather when windows and doors may be open.

7. Indemnity

(a) The use of the facility is at the hirer's risk and the hirer shall compensate the Willenhall Community Forum Ltd against any liability incurred arising out of or incidental to the hire of facilities or equipment and due to the negligence or default of the hirer or person of parties under their control. The hirer shall, if required by the Willenhall Community Forum Ltd, adequately insure with an insurance company against public liability produce evidence thereof if required.

(b) The Willenhall Community Forum Ltd, its employees or trustees shall not be responsible for any loss or damage, whether direct, indirect or consequential to any property loss or damage suffered or sustained at the facility unless such loss or damage occurs as a result of the defective state of repair of the premises or the equipment hired to you at the facility.

8. Capacity

The maximum number of people admitted to any function in the hall is 150.

9. First Aid

The hirer shall be responsible for providing adequate first aid facilities. A First Aid kit is available for use behind the server kitchen area in the Hall. Please report all accidents in the Accident Book provided.

10. Noise

The operation of entertainment system and any amplification equipment or similar instrument, however amplified, shall only be carried out with the consent of the Manager. If such consent is given, there are bylaws relating to the prevention of nuisance by the use of such equipment and the Manager may require the sound from the equipment to be reduced to a reasonable level. In the event of non-compliance with this condition, the Manager shall forthwith prohibit the use of the equipment.

11. Structural Alterations

The hirer shall not carry out any alterations to the building, nor fix or cause to be fixed any apparatus, equipment, notice or decoration without the previous written permission of the Willenhall Community Forum Ltd

12. Maintenance of Good Order

The hirer shall at all times be responsible for the maintenance of good order and shall provide efficient stewarding at entrances and exits all times to deal with an emergency and to ensure that maximum numbers are not exceeded at any time. The entrance passage shall be used only for the purpose of entering and leaving

the hall and shall be kept clear while the meeting etc is in progress.

13. Damage

(a) The hirer shall meet the cost of reinstatement of the premises arising from any damage which may be done to the premises during the hiring and the cost of such works shall be assessed by the Manager whose decision shall be final. The hirer should leave the premises clean and tidy and shall pay the cost as assessed by the centre staff of any special cleaning deemed necessary.

(b) No person shall interfere with the premises or drive nails or screws into any part of the premises. The hirer shall not erect decorations without prior permission of the manager.

The hirer agrees to pay the centre on demand the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hiring.

14. Entertainment

Lettings for music, dancing or stage plays are permissible only if the entertainment is for a closed organisation or where admission is by invitation. All other entertainments are classified as public entertainments and it is a statutory requirement that the building must be licensed. Since premises do not conform with the regulations governing the issue of licenses, lettings for public entertainments can not be approved. The hirer is advised to ensure that only members or persons specially invited are admitted to any entertainment.

15. Gambling

No collection, games of chance, sweepstakes or lotteries nor any betting may be conducted on the premises without the prior consent in writing of Willenhall Community Forum Ltd.

16. Broadcasting

No hirer shall grant sound or television broadcasting or filming rights without the prior written conditional consent of the Manager. If such conditional consent is given the Willenhall Community Forum Ltd reserves the right to be a party to any negotiations and to the terms and conditions of any agreement reached between the hirer and any third party or parties and to share any income and publicity derived there from.

17. Photographs

No cameras or other photographic apparatus may be brought into the facility for commercial purposes without written permission of Willenhall Community Forum Ltd.

18. Smoking

Under no circumstances will smoking be allowed. If the fire alarms are activated due to non-compliance with this condition whilst the hall is in use, then the hirer will be charged an additional £50 to cover costs and will be banned from using the facility.

19. Use of Hazardous Materials

Hirers should not bring on to the premises any hazardous materials such as compressed gas cylinders, paraffin heaters etc.

20. Car Parking

The hirer shall ensure that persons using the premises park in parking spaces provided or near to the premises as long as this does not cause obstruction to roads and access ways or the use of private parking spaces allocated to other businesses or homes in the surrounding area. No parking is permitted on the pavement area in front of the Hagard Community Space.

21. Excisable Liquors

Intoxicating drink will only be allowed on the premises provided that prior permission has been obtained from the management and that child or youth activities are not taking place. In addition a licence must be obtained from the local magistrates or relevant body if intoxicants are to be sold on the premises and a copy of the magistrates licence must be shown to the management before the hiring takes place.

22. Leaving the Premises

No equipment or furniture other than that already provided in the hall may be used or left on the premises without the prior authority of Willenhall Community Forum Ltd. The hirer will ensure that any item of furniture used is returned to its original position. The hirer will be responsible for ensuring that the hall is left in a neat and tidy condition after use and that any rubbish is removed and spillages cleaned up, **the building must be vacated by 11pm.**

Please note:

No artificial smoke machines

No ceremonial fire

No helium filled balloons unless weighted down