

# Welford & Weston on Avon Memorial Hall High Street, Welford on Avon Standard 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.

1. **The Hall is to be left clean and tidy after your event.**
2. **Bulk rubbish is to be put in the relevant wheelie bins outside of the side doors.**
3. **If chairs and tables are used, they must be put back on the relevant storage trolleys after use.**
4. Any items left on the premises are left at the owner's risk.
5. Any electrical appliances brought on to the premises for use must be PAT tested and labelled.
6. **All Hall electrical appliances are to be switched off and unplugged after use.**
7. **Before vacating the building, all windows and doors are to be secured and lights extinguished including in the toilets.**
8. The requirements of the Entertainments Licence, Fire Management Plan and Room Risk Assessments (see notice boards) must be complied with.
9. All losses and damages to the Memorial Hall premises and property are chargeable.
10. The hirer shall not use the premises for any purpose other than that originally booked.
11. 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.
12. 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.
13. No hirer shall be under the age of 25 years.
14. The Hall is not licensed and the Hirer is responsible for organising their own license (Temporary Event 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>
15. **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](mailto:welfordmemorialhallbookings@gmail.com)**. Alternatively cheques made payable to Welford and Weston on Avon Memorial Hall and received before the booking date.
16. Hire charges will be as laid out on the booking form.
17. In the event of a cancellation less than 2 weeks before the booking, the full costs shall still be payable.
18. The Hall shall in no way be liable for any accidents or injuries caused through the use of inflatable equipment. The Hirer must ensure suitable 3<sup>rd</sup> party insurance is provided by the supplier of the inflatable equipment - if deemed necessary by the Hirer.
19. In the event of the Hall being rendered unfit for the use for which it has been let, the Memorial Hall shall not be liable for any resulting loss or damage whatsoever.
20. Safeguarding children, young people, and adults at risk. **You must ensure** that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.