

# **Woodhouse Community Hall Trust**

## **Payment terms and conditions of hire**

### **PAYMENT TERMS**

Please make payments by bank transfer to our business account at:

National Westminster Bank plc

Market Place, Loughborough LE11 3NZ

Account name: WOODHOUSE COMMUNITY HALL TST

Sort code: 60-14-10

Account number: 52740161

Please use your surname or business name plus the date of the event as the reference.

A returnable deposit of a minimum of £50 is required for your booking. This will be returned after checking that the hall has been left clean, tidy and that fittings and equipment are undamaged.

Payments are to be made at the time of booking. If payment is not made within 14 days, the reservation will be deleted from the calendar to make the slot available to other customers.

If you need to cancel your booking, please give 28 days' notice. We will not usually provide a refund if you cancel within 28 days of your event.

The Trust reserves the right to cancel any booking in the event of unforeseen circumstances. This is highly unusual, and we will give as much notice as possible. We will provide a full refund if an alternative date is not suitable.

### **CONDITIONS OF HIRE**

1. Entry time is as stated on the booking confirmation. If earlier access is required, then please book the additional time needed.
2. Please make sure you have left the hall by the booking-end time. Other customers may have booked it from the time that you finish.
3. The hall must be left clean and tidy, curtains open, bins emptied with fresh bin liners inserted. Chairs should be stacked as photograph and curtains left open.
4. Disposal of waste
  - There is a black bin for household waste only at the side of the external storage container – if it is full, please take your rubbish away

- Items for recycling, such as bottles and cans should be put in the recycling bin
  - If either bin is full, please take your rubbish away.
5. Any damage or breakages incurred during the booking must be reported to the administrator and may require reimbursement if the deposit paid is insufficient to cover the cost. This also applies if additional cleaning is needed or to remove rubbish.
  6. Smoking and vaping are not permitted within the building.
  7. No open flames are allowed inside the building except candles for celebration cakes which are allowed under close supervision.
  8. No use of smoke, foam or bubble making machines.
  9. Posters streamers and banners are only be put up in the hall on the dado rail. Please do not use drawing pins or blu tac to stick anything to the walls as this can cause damage.
  10. If you use glitter, for example at children's parties, this must be cleared up completely. This also applies to confetti at wedding receptions. The hall has a vacuum cleaner stored in the room adjacent to the main hall.
  11. To protect the hall's wooden floor no footwear is allowed that that may cause damage e.g. stilettos or tap shoes. Please avoid dragging chairs across the floor. A chair trolley can be used and this is stored near the chairs.
  12. Bouncy castles must be used with a ground sheet.
  13. It is your responsibility to make sure that any equipment brought into the hall or grounds for the booking meets the relevant safety requirements. WCHT accepts no liability for equipment brought in by customers or contractors hired by customers.
  14. Children must be supervised at all times.
  15. Noise must be kept to an acceptable level especially when leaving the site late at night as there are neighbours nearby.
  16. Music must not be played after 23.00.
  17. Alcohol is not to be sold on the premises unless the hirer has obtained a license from Charnwood Borough Council.

**Woodhouse Community Hall Management Committee**

**May 2023**