



Terms & Conditions (December 2025)

Bookings:

- **Bookings to be made online via our website. Bookings must be approved by our Booking Team. You will be notified if/when the booking has been accepted and an invoice raised, usually within 7 working days.**
- **Outstanding balances must be settled no later than 30 days before the date of hire.**
- **£50.00 returnable breakage / cleaning deposit will be returned to you no later than 7 working days after a satisfactory inspection of the premises and surroundings.**
Please Note: your bank details need to be supplied on your online profile for the Booking Team to be able to refund the deposit as due to new banking regulations we do not hold those details.
- **All functions must cease at the time stated when booking; failure to do so may incur extra costs unless agreed with the Booking Team.**
- **Payments to be paid online via Bank Transfer (BACS) please.**

Terms and conditions for Hirers

- Clenchwarton Memorial Hall Management Committee accepts no liability for accidents, loss or damage to any persons, either hirers or their guests, attending the hall, or their property. The hirer shall indemnify the said Committee against such claims.
- The hirer must appraise themselves of the fire procedure and location of break glass alarms and fire extinguishers/blankets at the commencement of the period of hire.
- The hirer shall be responsible for the maintenance of good order, conduct and decency and shall provide adequate supervision for the orderly conduct, admission and departure of persons attending.
- Hirers shall be responsible for all damage, whether accidental or otherwise, to the hall and/or fixtures, furnishings and fittings. A separate invoice will be sent to cover any damage caused by the hirer or their guests. Nothing whatsoever shall be attached to the premises by the hirer without prior consent from the CMH Committee.
- Representatives of the CMH Committee reserve the right of access at all times when the hall is hired out. They also have the right to eject any persons and/or terminate the booking

in the event of excessive noise or any other nuisance however caused if complaints are received.

- The times asked for and entered on the booking form must be strictly adhered to, unless written consent has been obtained from the CMH Committee to vary them. It is up to the hirer to make sure their guests/family leave on time and quietly so as not to disturb the neighbours.

• **NO SMOKING IS ALLOWED ON THE PREMISES OR SURROUNDING AREA.**

- No naked flames, like candles, are to be used on the tables due to fire regulations.

- The hirer is to ensure that no confetti or similar material is thrown or deposited anywhere inside or outside of the premises by any member of their party or any persons on the premises with them.

- It is the hirer's responsibility to ensure that the premises are left in a clean and tidy condition and all waste is removed as the hall **does not** have a bin. Proper use of appropriate cleaning materials and equipment is essential at all times.

- Sticky tape or Blue tack only to be used on glass areas, **NOT** on painted areas like door frames. The hirer must remove all sticky tape, Blue tack or any other fixing used to decorate the hall. Charges will be applied if not completely removed.

- The caretaker/ representative at the time, as the authorised representative of the CMH Committee, is responsible for the good conduct of the hirer and the well-being of the premises at all times and the hirer must accept any decision made by him /her in this connection.

- The hirer must ensure the main entrance door is closed at all times as any damage or loss caused by trespassers will be at the hirer's expense.

- Appropriate Risk Assessments must be followed at all times when using our appliances.

- The hirer is responsible for any safeguarding necessities and DBS checks needed for the running of their event.

- The hirer must have adequate insurance and risk assessments when/ where applicable for their event.

Booking Consent:

I, the undersigned hereby confirm that I have read and understood and agree to abide by the Terms and Conditions of Hire, as laid down by the Clenchwarton Memorial Hall Management Committee, a copy of which has been provided to me as the 'Responsible Person'.

I, the undersigned hereby confirm that I have read and understood the Privacy Notice received with this booking form and agree to my Data being collected to enable the processing of my booking.

Personal Data Storage and Processing: - GDPR

I understand that the lawful basis for data collection is of legitimate interest. Clenchwarton Memorial Hall will only store and process my personal data to enable bookings to be processed and hall users to be contacted should the need arise.

I understand that Clenchwarton Memorial Hall will collect my Data which may only be stored with the consent of the individual which will be kept on file.

Name Print (Responsible Person/Hirer): _____

Signed (Responsible Person/Hirer): _____

Date:

Please complete this form and return via email to: bookingcmh5523@gmail.com

Alternatively you can post the completed form to us or drop it into our (labelled) post box which is located on the front porch entrance to the hall.

Clenchwarton Memorial Hall Management Committee

Next review date: December 2026