**Term and Conditions of Hire: Holywell Community Centre**

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| 1. **Application of terms and conditions**

The person signing the booking form agrees to accept personal liability for the hire charge and for meeting these conditions. No booking agreement exists until full payment has been received and the booking request has been confirmed in writing. Full payment must be received a minimum of one month in advance. The hirer must be present for the duration of the event and may not “sub-let” the booking. Provisional bookings are only accepted on receipt of the full deposit.1. **Cancellations**

The hirer may cancel the agreement without penalty by giving written notice at least seven calendar days ahead of the event date. If the hirer cancels the booking giving notice of less than seven days, the full hire charge will be retained by Watford & Three Rivers Trust (W3RT). On occasion, W3RT may need to cancel a booking for logistical or operational reasons (e.g. if a room or activity is deemed unsafe.) W3RT reserves the right to cancel bookings without explanation or liability by giving written notice at least seven calendar days before the event. All related fees and deposits will be returned to the hirer. Should W3RT deem it to be necessary to cancel an event giving less notice, W3RT will refund all related fees and deposits and also offer compensation of one half of the booking fee. W3RT shall not be liable for any loss or damage suffered by the Hirer where the use of the accommodation is rendered impossible by reasons of accidental, strike, lock-out or other like causes, or by failure of the heating, lighting or electrical facilities or because of events which are beyond our control. 1. **Access times & Cleaning**

When making a booking, hirers must take into consideration time to ‘set up’, as early access to the Centre is not permitted. Hirers must vacate the Centre no later than the end time stated on their booking form. All use of the premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their original position. Chairs should be moved using the trolleys provided to avoid damaging the floors and stacked in piles of 6 max. The premises and surrounds must be left in a clean and tidy state. Waste should be sorted into recycling and general waste. Bins must be emptied and all waste placed in the external bins according to waste type. Hirers will be held financially responsible for the costs of cleaning and repairs including, blocked toilets, broken equipment, marked floors/carpets etc. 1. **Car park**

Both car parks located at the Holywell Community Centre, are for ‘public use’ and cannot be reserved as part of the booking agreement. Cars must be parked respectfully and without causing obstruction to any entrance or exit. Parking is prohibited along the drive and on yellow lines. It is the responsibility of the hirer to ensure that anyone attending the event adheres to these restrictions. W3RT cannot be held liable for any damage etc. that results from using the car parks which are maintained by Veolia. 1. **General requirements**

Hirers are responsible for ensuring that visitors behave with respect and consideration, to the Centre, its staff, equipment, users, and neighbours. Noise should be kept to a minimum and not cause any inconvenience to local residents. Foul or abusive language, drunkenness, violence, vandalism, theft, or threatening behaviour will be reported to the police and will usually result in deposits being withheld and future bookings declined.1. **Health and Safety**

Hirers are required to keep a register of everyone attending their event and to provide this on request to any W3RT staff, Fire Officer or Police Officer. Hirers must ensure that those attending the event are familiar with the Centre’s fire safety, health and safety and security policies.If total attendance at the event is expected to exceed 150 then two staff members will be present and an additional fee of £10 per hour will be due.1. **Alcohol**

No alcohol may be brought or consumed on any part of the premises without the express permission of W3RT. If alcohol consumption is permitted, the hirer will be charged at additional fee of £10 per hour for the full duration of the event for security purposes – unless the booking is already subject to the 150+ attendance fee. Alcohol may only be sold by a Personal License Holder who holds a Temporary Events Notice (TEN). Permission to apply for A (TEN) must be granted by W3RT before an application is made to Watford Borough Council and those applying must be over the age of 18.  | 1. **Specific Prohibitions**

- Every hire room has a maximum capacity. These will be communicated at the time of booking and are displayed in the office. On no account should these figures be exceeded.- Hirers must only access the areas agreed at the time of booking. Hall hirers are not permitted to access the first floor and must ensure that their guests adhere to this - There must be no political party activity at the Centre- There must be no smoking in the Centre or within ten feet of any doorway- There must be no criminal activity at the Centre and individuals who are barred from the Centre, will not be allowed into any activity- No electrical equipment may be used unless it complies with Portable Equipment Testing (PAT) requirements. - No bolts, screws, nails, tacks, drawing pins, sticky tape or re-usable adhesives such as blu-tack may be used on the walls. No confetti- Flammable, explosive substances, cleaning chemicals or anything producing an offensive smell must not be brought into the Centre – including candles- W3RT will not accept responsibility for the damage, loss or theft of any personal belongings- There must be no display of internal or external fireworks.- No BBQ’s or open flames are permitted in the Centre or the terrace area- Music must be switched off by the following times: Weekdays **11.00pm** / Weekends - **12.00am**1. **Additional conditions**

Hirers must demonstrate that they have appropriate insurance cover and that they comply with legal requirements for their activities (for example, on Safeguarding and food hygiene). Failure to provide adequate evidence, may result in the booking being cancelled without notice and without compensation which, can only be sought after permission has been granted by W3RT. Hirers that wish to use KGV playing fields park grounds as part of their booking must seek permissions from Veolia who manage the grounds for Watford Borough Council.Use of the kitchen at the Holywell Community Centre is not exclusive to one hirer. If multiple events are taking place, all hirers must share the facilities and must leave them in a clean condition. There is one fridge available for use. The XTRA Time School fridge is prohibited from use. If a hirer is found to be using, or has removed any items from said fridge, the hirers deposit will be deducted accordingly.If you have indicated that the event is open to the public, we may publicise the event (on our website and elsewhere) along with any details of contacts and prices you’ve provided. Bookings must not be sub-let. Keyholders must ensure that all activity that takes place is for the purpose of their organisation only. It is not permitted for group members to use keyholder arrangements for their own personal benefit eg birthday parties. Personal bookings must be requested separately and will not benefit from the same privileges.W3RT will use the information provided on the booking form for the stated purpose. As a member, your personal information will be stored in our database and we will continue to protect that information safely and securely according to our GDPR policy. You must notify us if you do not wish us to hold this information. You must notify us if you do not wish us to hold this information. Charities, social enterprises and voluntary organisations booking rooms undertake to become members of W3RT. Any hirer wishing to apply for our reduced regular hire rates should make the request via the Holywell reception team and refer our separate guidance which applies to this process. 1. **Failure to comply with Terms and Conditions of hire**

Failure to adhere to these Terms and Conditions may result in:* Your event being immediately shut down
* Your deposit not being returned
* Loss of keyholder privileges
* Future booking requests being declined
* Legal action being taken to recover costs incurred by W3RT
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