

# Woodley Park Centre

## CONDITIONS OF HIRE

### 1. Understanding the Hall Conditions

It is the responsibility of **the Hirer** to ensure that the **Woodley Park Centre** 'Conditions of Hire' are understood and adhered to by all persons using **the Hall** during their hire period. **The Hirer** shall be responsible for the fabric and contents: their care, safety from damage: and the behaviour of all persons using the premises. **The Hirer** shall make good or pay for all damage (including accidental damage) to the premises or fixtures, fittings or contents and for the loss of contents.

### 2. Statement of purpose and supervision of hire

**The Hirer** has entered a clear and unambiguous statement of the purpose of hire on the booking form or provided any clarification necessary as an additional statement in writing to **the Manager**.

**The Hirer** undertakes to appoint a sufficient number of competent persons, aged 18 or over, to provide adequate supervision throughout the hiring to ensure the provisions and stipulations referred to in the 'Conditions of Hire' and any applicable licences are complied with.

### 3. Payment arrangements

The hire charge will be that applicable at the date of hire in accordance with the current tariff.

- *Individual Event Bookings*

A 25% deposit is required to secure individual event bookings. The deposit will be returned providing the premises and grounds are left in good order. Full payment must be tendered at least one week before the event.

- *Continuing Hires*

Full payment must be tendered on the day of hire. Hirers given keys to the hall are required to pay a £15 deposit, refundable when the keys are returned at the end of the hire period.

Payments and a signed copy of the Booking Form should be presented to the Manager, Woodley Park Centre, Woodley Park Road, Ashurst, Skelmersdale, WN8 6UQ. Cheques should be made payable to 'Woodley Park Centre' .

### 4. Cancellation by the Hirer

If **the Hirer** cancels the booking before the date of the event and **the Hall** is unable to conclude a replacement booking, **the Hall** may, at its discretion, require a further payment of hire fees or withhold part of the deposit/hire charges already paid.

Continuing Hires cancelled with less than 24 hours notice will incur a fee of £5 per hour.

### 5. Cancellation by the Hall

**The Woodley Park Centre** reserves the right to cancel this hiring by written notice in the event of:

- The Management Committee reasonably considering that such a hiring will lead to a breach of licensing conditions or unlawful activities will take place
- The premises becoming unfit for the use intended by **the Hirer**

In any such case, **the Hirer** shall be entitled to a refund of any deposit already paid but **the Woodley Park Centre** shall not be liable to **the Hirer** for any direct or indirect loss or damages whatsoever.

### 6. The Hirer is responsible during the whole period of hire for making sure that:

- The number of people using the Hall does not exceed 200
- A fully charged mobile phone is available for use in an emergency
- The purpose and conduct of the hire does not disrupt residents in the surrounding area
- Car parking arrangements are controlled to avoid obstruction of the highway or access road
- Cars are parked at owner's risk
- No excessive noise occurs during the hire
- A minimum of noise is made by any person on arrival or departure, particularly late at night or early morning

- Any electrical appliances brought onto the premises for use shall be certified safe and in good working order; and used in a safe manner, using residual current circuit breakers where appropriate

#### **7. The Hirer is responsible during the whole period of hire for making sure that:**

- The premises are NOT sub-hired or used for any purpose other than that described in the hire agreement
- The premises are NOT used by the Hirer or anyone else for any unlawful purpose or in any unlawful way
- NO birds or animals, except guide dogs, are brought into the building, without written permission of the Hall
- NO animals whatsoever enter the kitchen at any time
- NOTHING that may endanger the premises be brought onto the premises
- NO action is allowed that may render any insurance cover for the premises invalid
- **NO DRUGS** or **ALCOHOL** are allowed on the premises and there is **NO SMOKING** in the building
- **NO MEAT** is to be prepared on the premises
- NO LP Gas appliances or highly flammable substances are brought onto the premises

#### **8. The Hirer is responsible at the end of the hire for making sure that:**

- Everything is left clean and tidy with rubbish removed
- All equipment, chairs and tables have been returned to storage positions tidily
- All breakages and faults (eg light bulbs, defective equipment etc) are reported to **the Manager**
- The premises are cleared of people, all lights switched off (a special check is to be made of storerooms, kitchen and toilets)
- The building is alarmed, with all doors and windows securely locked

Hirers for late night parties on Saturday evening are required to book two hours on Sunday morning for cleaning and tidying.

#### **9. Compliance with The Children Act of 1989**

**The Hirer** shall ensure that any activities for children under 8 years of age comply with the provisions of The Children Act of 1989 and relevant succeeding legislation. Any activity for children must be operated in accordance with guidelines available for relevant activities, and only fit and proper persons have access to the children.

#### **10. Compliance with other relevant legislation**

**The Hirer** must in particular make sure that the users:

- Comply with all conditions and regulations required by the **Premises Licensing Act**, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment
- Observe all relevant **food health and hygiene legislation** and regulations if preparing, serving or selling food
- Comply with **Fair Trading Laws** if selling goods on the premises and any code of practice used in connection with such sales
- Do not contravene the **Copyright Act**

#### **11. Indemnity**

**The Hirer** shall indemnify and keep indemnified each member of the Hall's Management Committee and the Hall's employees, volunteers, agents and invitees against the cost of repair of any damage and all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising from the use of the premises.

**The Hirer** is required to take out adequate insurance to insure the Hirer and members of the Hirer's organisation or invitees against the Hirer's liability under the above paragraph.

**The Woodley Park Centre** is insured against any claims arising out of its **own** negligence.

#### **12. Accidents and Dangerous Occurrence**

**The Hirer** must report all accidents involving injury to the public to the Manager as soon as possible and complete the relevant section in the Woodley Park Centre's accident book situated in the kitchen. A First Aid Kit is also kept in the kitchen for minor injuries. Please notify **the Manager** if any dressings are used.