

## Rules of Hall Hire

### Use of Hall

The management of the community room is carried out by Watling Gardens TMO on behalf of all residents. The Hall is suitable for mixed uses such as older people's activities, family meetings, resident groups and occasional open days. It is also suitable for use by outside organisations whose activities are of interest to residents. The main factors limiting its use are loud noise levels, large numbers of people from outside the community needing parking and use after 10 pm. Amplified music is allowed only by agreement.

Use of the Hall and its facilities is subject to the following rules:

### Equal Opportunities

The Hall is open to all members of the community regardless of sex, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions.

### Applying to use the Hall

- (a) Application for use of the Hall can be made at the TMO Office.
- (b) The TMO may refuse an application to use the Hall if the use presents a risk of public disorder or of alienating residents and neighbours. In any circumstance of doubt the matter will be referred to the next meeting of the TMO Board
- (c) All payments for hiring the hall must be made in advance and at least **5 days before the event.**
- (d) If the hirer wishes to cancel, 2 days' notice must be given before the date of the proposed use to be entitled to a full refund. **Any less and a £25.00 administration fee is applicable.**
- (e) Bookings will not be confirmed until the hiring fee and deposit have been paid.
- (f) A deposit of £100.00 will have to be paid at the time of the booking which is refundable, providing the hall is free from mess or damage.
- (g) Hall hire rate for residents is £20.00 per hour.  
Hall hire rate for Non-Residents is £30.00 per hour.
- (h) Health & Safety must be observed at all times.

### Hours of opening

Facilities at the Hall are normally available for the use for customers between 5pm and 10pm on weekdays and 10am and 10pm on Saturdays subject to conditions. In exceptional cases, the TMO Board may extend these hours. On Sundays the Hall is available for hire between 10 am and 6pm for small groups only with no amplified music.

Customers will be given two hours prior to their booking time to set up and one hour after their booking time to clear up providing no other customers are booked to use the Hall. There is no charge for this. However if the customer uses the Hall beyond these hours the additional hourly charges will be taken from the deposit.

### **Maximum capacity**

The Hall has a maximum capacity of 60 people

### **Safety requirements**

- (a) Obstructions must not be placed in front of the doors and routes
- (b) Fire fighting apparatus to be kept in its proper place and only used for its intended purpose
- (c) Customers and users must agree to follow any guidance given on the Hall notice boards
- (d) No unauthorised heating appliances shall be used on the premises
- (e) No smoking is permitted in the hall
- (f) No barbeques are allowed in the hall. Barbeques are to be placed in the designated place only. Use of barbeques is the responsibility of the hirer and for making sure the barbeques is safe to use and complies with current legislation.
- (g) Inflatables if used are the responsibility including health & safety of the owner of the equipment and a copy of the insurance cover must be provided to the hirer. Watling Gardens Insurance cover does not extend to the use of Inflatables. Watling Gardens TMO does not accept any responsibility for the use of such equipment.

### **Insurance**

The TMO insurance policy will cover personal liability for residents who hire the Hall and follow the conditions of hire detailed in the terms of use. Outside organisations or groups will need to show they have adequate insurance cover.

### **Supervision**

The resident or person in charge of an activity must be over 18 years of age and on the premises for the entire period of hire or duration of the activity. Failure to adhere to this request will result in the event/activity being brought to an end. Please note board members will be overseeing each event and have the right to ask people to leave the community hall if this occurs. CCTV is also in operation in the community hall.

### **Safety of vulnerable people**

Activities or groups involving either children or vulnerable adults will be permitted only once the TMO Board is satisfied that existing guidelines, best practice and the provision for adequate supervision is met.

### **Use of Kitchen**

The kitchen is suitable for preparing tea, coffee, sandwiches and snacks only. If meals are being served they must be prepared off the premises. No alcohol can be bought or sold on the premises.

### **Loss of Property**

The TMO cannot accept responsibility for damage to, or the loss or theft of property and effects.

### **Nuisance**

Customers and organisers of events in the Hall are responsible for ensuring that the noise level of their functions does not disturb other residents of the estate. For this reason loud, amplified music is not permitted. Failure to adhere to this request will result in the event/activity being brought to an end. Please note board members will be overseeing each event and have the right to ask people to leave the community hall if this occurs. CCTV is also in operation in the community hall.

### **Cleaning and security**

The Hall will be hired in a clean and tidy condition and must be left in the same condition after use. Basic cleaning materials will be provided. The customer is responsible for cleaning any mess left in the hall kitchen and toilets. Any rubbish must be disposed of responsibly within the bin shed outside block C. The code will be provided to the hirer and is not be shared with others. The immediate area outside the hall must be left free from rubbish.

The TMO will try to ensure that its own use of the premises does not interfere with the hirers use and that all sanitary, heating and lighting facilities are in good working order. Hirers will not be entitled to compensation in the event of a conflict of use or if any facilities are out of order.

Use of the Hall and the facilities, is subject to the customer accepting responsibility for fixtures & fittings of the facilities within the hall, and the cleaning and securing of doors and windows of the premises after use. Any costs incurred by the TMO in cleaning, breakages and securing the room will be deducted from the customer's deposit. This charge will be a minimum of £50.00.

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**Keys**

Keys can be collected from the office prior to the booking during office hours. If the booking is for the weekend the keys can be collected on Friday.

**Hall Hire Agreement**

Date required: \_\_\_\_\_

Time required (Hours) From \_\_\_\_\_ To \_\_\_\_\_

Customer Details

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Telephone Number \_\_\_\_\_

Purpose/description of use and number of people expected

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Non – Resident to supply copy of current DBS for vulnerable adults and children events and Insurance Liability cover

Please tick if information is supplied. (If the information is not supplied the booking shall not proceed)

Hire Fees

**Residents: £20 per hour - Non-Resident: £30 per hour - Deposit: £100**

No booking will be confirmed until the fees have been paid - Payment in cash only.

Total Amount        £.....

Deposit                £.....

I have checked the room on (Date) \_\_\_\_\_ and am satisfied with its condition and I will it leave in the same condition. I have read and agree to the Rules of Hall Hire as detailed above

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm the booking on behalf of the TMO: \_\_\_\_\_