

Terms and Conditions for Hire of Chacewater W.I Hall



1. **Booking.**
All booking requests must be sent to the Booking Secretary. The person named on the booking shall be considered the Hirer.
2. **Hire Charges.**
The charge for booking the WI hall is £11 per session. Session times are as follows:

Morning Session – 8am – 12pm
Afternoon Session – 12pm – 4pm
Evening Session – 5pm – 9pm
3. **Cancellation.**
At least 7 days' notice is required for cancellation. If the booking is cancelled inside of 7 days, the hirer will be charged in full.
4. **Right of refusal.**
Chacewater Parish Council may refuse any application for the hire of the Building without stating a reason. Village organisations shall have priority over other bookings, but no organisation shall be deemed to have an undisputed right to an unbreakable series of bookings.
5. **Breakages and Damage.**
The Hirer is responsible for all damage to the building, equipment, furniture and property in the building & grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire. The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings.
6. **Culpability.** Chacewater Parish Council / WI hall shall not be responsible for any loss or damage to the Hirers or any third party's property nor for any loss, damage, or injury which may be incurred by any person or persons using the building during the hiring.
7. **Conduct and Good Order.** The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.
8. **Cessation of activity.**
Chacewater Parish Council reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.
9. **Condition on vacation.**
On vacation of the building, the Hirer shall leave the building in a clean and orderly state. All rubbish and any other waste matter must be cleared from the building and suitably disposed of. The hall and kitchen must be left in as clean a condition as found. All tables and chairs must be left as found. It is the responsibility of the hirer to ensure that the building is fully locked and secure upon exit.
10. **Property**
Chacewater Parish Council / WI Hall accepts no responsibility for any property left on the premises after the hiring. In the case of jumble sales and any other occasion when property is brought into the premises for sale, all property remaining unsold at the termination of the hiring will be considered the property of the Hirer for the purpose of the condition.
11. **Fire Exits.** No exits may be blocked, and fire doors must not be propped open.
12. **Smoking.** Chacewater WI Hall is a "No Smoking" venue in line with public buildings. Non-compliance with this rule will result in a refusal of future letting.
13. **Entertainment** It is the responsibility of the hirer to obtain a PRS Licence if one is required

Contacts: Bookings – chacewatervillagehall@googlemail.com or 01872 561813

Payments or general enquires – parish.clerk@chacewater.org or 01872 561387 / 07425056577