

Terms & Conditions of Hire – Meeting Room

Please remember, the Hall, Meeting Room and Grounds are managed and run by volunteers making up the Holyport Community Trust Management Committee.

In order to avoid any misunderstanding in respect of your booking, the following Terms & Conditions of Hire will apply.

- If you find the Meeting Room in an unsatisfactory condition you must notify the Booking Administrator or the Caretaker immediately, please take pictures if you can. Contact details are displayed on the notice board in the meeting room
- If damage is caused to the Meeting Room or its contents please notify the Booking Administrator as soon as possible so it can be repaired. (see point 7)
- The Hall, Meeting Room and Grounds must be left clean and tidy and in the same condition in which you found them.
A maximum of 3 large bin bags as provided by the Hall per function/event may be left. (see point 5 and Cleaning Checklist)
- The Meeting Room may only be accessed during your confirmed booking time (see point 3)
- No alcohol can be sold without a valid Temporary Event Notice (see point 5)
- Smoking is only permitted at the rear of the building. (see point 5)
- All windows and doors on the car park side of the Hall must be kept closed after 8.00pm (see point 5)
- People may not assemble loudly in the car park during the evening or after your event as this causes disturbance to our neighbours. Please ensure all guests leave quietly. (see point 5)
- All internal lights and heating must be turned off on departure (see point 5)
- Maximum number of attendees at any function/event is 30 (see point 4)
- The volume of amplified/live instruments, music or speech shall be restricted to a level which will not cause nuisance to neighbours of the Hall or other users of the premises. All amplified output must cease no later than 11.30pm and live music no later than 11.00pm. (see point 5)
- Please make sure you and your guests park in the marked spaces and adhere to the disabled spaces
- Keep all Fire and Emergency Exits clear of obstructions at all times. (see point 3)
- The use of any equipment that could damage the floor are NOT permitted in the Meeting Room.
- Aggressive, violent and other anti-social behaviour will not be tolerated and will be reported to the Police.

**PLEASE NOTE THAT NON-COMPLIANCE WITH THESE TERMS & CONDITIONS
WILL RESULT IN FULL OR PART LOSS OF YOUR DAMAGE DEPOSIT.**

1. Booking Confirmation

A booking is considered confirmed when full payment of booking fees and Damage Deposit has been received and acknowledged by the Booking Administrator.

Please note that bookings are not transferable nor may the Hirer sub-let the Hall or any part of it.
A Booking cannot be made more than a year in advance.

2. Cancellation

We understand that sometimes it is necessary for you to cancel your booking. In such an event the cancellation policy below will apply. Please note that all cancellations must be made in writing.



We will endeavour to re-let the room but in the event this is not possible the below cancellations apply.

For one-off bookings:

Date of cancellation prior to booking	Our refund of your booking fee
More than 30 days	100%
30 – 14 days	50%
Less than 14 days	0%

For regular hires or series or bookings:

A maximum of 25% of the series of bookings in any 12-month period may be cancelled per the condition for one-off bookings above. Where further bookings are cancelled, in addition to the cancellation fees above the booking prices for remaining sessions will devolve to the one-off rates.

The Committee reserves the right to refuse or cancel any booking without giving a reason for such a refusal or cancellation.

3. Access

The Meeting Room may be accessed and used only during the confirmed booked time. This includes set-up, take down, cleaning and bringing in e.g. catering equipment.

No vehicles are allowed access through the barrier to the rear or to the field side of the Hall.

The premises including the car park must be completely vacated by 12.00 midnight at the latest. Amplified music to cease no later than 11.30pm and live music no later than 11.00pm.

All Fire and Emergency Exits and gangways leading to these must be kept clear of obstructions at all times.

Clear passage for emergency vehicles must be left from both road entrances to the main door.

4. Guest Numbers

The maximum number of people which may be admitted to any function in the Meeting Room is 30 however the permitted capacity for different types of layouts is per the below:

- Boardroom style max 16
- Grouped seating (small individual tables) max 16
- Conference (theatre style) max 16

The number of wheelchairs permitted is restricted to 4, each to have an able-bodied attendant at all times, and they must be placed near exits or as shown on the formal seating plan, a copy of which is available on request. For special functions for the disabled the number may be increased subject to the written approval of the Fire Officer. Applications for this purpose should be made to the Committee (email bookings@holyporthcommunitytrust.org).

5. Your Responsibility as Hirer

For the comfort, enjoyment and safety of you and your guests and the neighbourhood surrounding the Hall, it is important that people attending your event maintain acceptable levels of behaviour and noise on the Hall's premises. This means that all main doors and all windows on the car park side of the building must be kept closed after 8.00pm and particularly if amplified music, speech or other output is being operated.

Live music must stop at 11.00pm and amplified music, speech and other output must cease at 11.30pm.

Smoking is not allowed inside the Meeting Room or on the car park side of the Hall. Please use the designated smoking area at the rear outside the door by the playing field and ensure that all cigarette filters and other wastes are disposed of responsibly.

Hirers are NOT permitted to take tables and chairs out of the Meeting Room.

Please note that the Main Hall and outdoor area is not included in the hire of the Meeting Room.

The use of open flame, including candles, in the Meeting Room, kitchenette and toilet area is NOT permitted.



Fireworks are NOT permitted either inside or in the outside area at any time.

Please ensure chairs and tables are properly stacked as you found them and as per the photographs provided.

The Hirer is wholly responsible for adherence to these Terms and Conditions throughout the hire and ensuring that NO NUISANCE is caused to our neighbours. Please see Definitions.

It is the Hirer's responsibility to turn off all internal lights (except emergency lighting for Exit signs) and heating on departure. Failure to do so will incur charges for excess heating and lighting costs so caused.

The Hirer is responsible for leaving the Hall, Meeting Room and grounds clean and tidy and in the same state in which they found them. Please see the Cleaning Checklist and instructions displayed in the Meeting Room.

Please note that equipment that may damage the floor is NOT permitted in the Meeting Room. A breach of this condition will result in loss of deposit.

Hirers must NOT use any public address equipment or play music outside of the Hall/Meeting Room.

No excisable liquor shall be sold on the premises unless a Temporary Event Notice (TEN) has been obtained by the Hirer from the Royal Borough and is in force on the date of hire. A copy of the TEN must be provided to the Booking Clerk. The bar must close no later than 11.30pm and no alcoholic liquor shall be served after this time.

All the Conditions attached to the grant of the Entertainment Licence for the Hall by the Local Authority are included in these Conditions of Letting and must be duly observed. A copy of the licence may be seen on application to the Secretary.

6. Decorations

In the interests of safety, the Hirer shall not permit the hanging of streamers, paper chains and similar decorations, or bring in straw or foliage such as corn sheaves, grasses, holly, mistletoe etc. The Committee will hang approved and suitable festive decorations for the Christmas period.

The Hirer shall not permit the display of any flag, emblem, poster, decoration or symbol which is unseemly or could lead to a disturbance or breach of the peace or create a fire risk. On request, by The Committee or its servants, the Hirer will remove without question any item which in the opinion of The Committee is of this nature.

Straw or inflammable material may UNDER NO CIRCUMSTANCES be brought into the Meeting Room or left in the vicinity of the Hall. Promoters of Barn Dances etc. please note!

7. Liability

The Hirer is responsible for all loss and damage caused to the Hall and its contents and any loss of revenue which arises from the hire or is connected with the hire whoever causes such loss or damage. Such loss or damage must be reported to the Committee as soon as possible.

The Hirer shall not permit any nail, screw, spike, pin etc. to be used in any part of the building, doors or fixtures, nor to fix notices etc. with adhesive tape or plaster. The Hirer will be responsible for the cost of repairing damage to the fabric or paintwork so caused.

Occasional Hirers shall pay a Damage Deposit, per the Scale of Charges, by bank transfer 30 days before the day of hire (or immediately for short notice hires). The Damage Deposit is returnable, approximately one month after the hire, subject to set off against any loss or damage as per these Terms & Conditions. The decision on withholding of Damage Deposit will be made by the Executive Committee.

Should the Damage Deposit be insufficient an invoice will be raised to cover the excess charge.

The Committee shall not be responsible for any loss or damage arising out of the hiring, any loss, damage or injury incurred by any person using the Hall during the hiring, or any loss due to the interruption, curtailment, or cancellation of the hiring, and the Hirer shall indemnify The Committee against any claim which may arise out of the hiring or which may be made by any person resorting to the Hall/Meeting Room during the hiring in respect of such loss, damage or injury.

The Committee accepts no responsibility for any property left on the premises including in relation to cars or the property left in cars in the Car Park.



If you do cause any damage, please notify the Booking Administrator as soon as possible so the damage can be repaired.

8. Anything else?

The Right of Entry is reserved to members of the Committee, Emergency Services and/or the Police at any time.

The Committee reserves the right to stop any function, entertainment or meeting which is not being properly conducted in accordance with these Conditions or the law.

The Committee reserves the right to delete, amend or add to these Conditions of Letting without notice at its discretion and to vary the charges in special circumstances as and when it deems it necessary and appropriate.

Contact details for the Booking Administrator are available on the website. Queries other than those regarding the actual booking should be addressed to either the Chairman or the Secretary.

Please note that persons displaying illegal advertisements on street furniture or placed upon highway land may be prosecuted under the Town and Country Planning Acts 1990 and 1992, and are liable to serious fines.

PLEASE NOTE THAT NON-COMPLIANCE WITH THESE TERMS & CONDITIONS WILL RESULT IN FULL OR PART LOSS OF YOUR DAMAGE DEPOSIT.

DEFINITIONS

- (i) **The Hirer** is the person completing the online booking form and is wholly responsible for the hire according to these Terms & Conditions of Hire. If made on behalf of a named organisation, that organisation will be jointly responsible and liable with the Hirer and must be named on the booking form.
- (ii) **Holyport Organisations and Residents** means one located in Holyport, principally for Holyport residents with membership drawn mainly from Holyport. Firms and Businesses are excluded.
- (iii) **Holyport Resident** means one who resides in the area bounded by: The Ascot Road, from the motorway bridge to the Drift Road junction including Sturt Green, Paley Street, Sheepcote Lane, and the Drift Road houses for 250 yards on either side; Forest Green Road, from Foxley Corner to the Fifield boundary sign; Holyport Road, to the junction with the A308 Maidenhead-Windsor Road; A308 North & South to Fifield Road.
Holyport residents are entitled to Holyport rates for their private, personal functions, but NOT for organisations outside Holyport of which they may be members or officers.
- (iv) **The Committee** means The Holyport Community Trust Management Committee
- (v) **The Hall** means those parts of the Holyport War Memorial Hall including Main Hall with stage, Meeting Room, bar area, kitchen, lobby and chair storage.
- (vi) **The Grounds** means the car park, playground and field next to the Hall. These are not included in the hire of the Hall or Meeting Room.
- (vii) **CAUSING A NUISANCE**
It is a condition of hire that no NUISANCE BY NOISE shall be caused to nearby residents and ANY AMPLIFICATION of MUSIC, SPEECH or OTHER OUTPUT shall be so controlled as to prevent such nuisance. All amplified output shall cease not later than 11.30pm.
BREACH OF THIS CONDITION WILL RESULT IN LOSS OF DEPOSIT.
- (viii) **RESTRICTION ON HIRERS**
Bookings will not be accepted from Minors. Hirers must be 18 years of age or over.