

Terms of Hire

Terms and Conditions for Woodborough Club

1. Booking. All applications for the hire of the building must be sent to the Booking Secretary. The person named on the booking form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The Hirer must be over 21 years of age.
2. Deposit. A deposit of £50 will be taken and no engagement will be booked until these have been received. The deposit is refundable subject to satisfactory inspection of the building by Woodborough Club committee member after the event.
3. Hire Charges. The hire charges are available from the booking secretary. The hire charges to be paid should reach the Booking Secretary at least 7 days before the engagement. In the event of cancellation, the deposit of £50 will be retained.
4. Right of refusal. Woodborough Club may refuse any application for the hire of the Building without stating a reason.
5. Public Entertainments, Music & Dancing. All the conditions attached to the Music and Dancing Licence for the Building shall be duly observed. A copy of such Licence may be seen on application to Woodborough Club and the Hirer shall be deemed to have had notice of all such conditions. All music must cease at 11.45 pm, and the Hall must be vacated by midnight.
6. Occupation and use. The hire of the Building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the premises at any other time. The building shall only be used for lawful activities. Woodborough Club does not represent that the building is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.
7. All advertising of events should conform to the conditions of hire. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, social media, internet websites, and all other forms of media. Advertising which contravenes the conditions of hire may result in the forfeit of deposit.
8. 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, however and by whomsoever caused. 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.
9. Culpability. Except for wilful negligence on the part of Woodborough Club, Woodborough Club shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify Woodborough Club against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.
10. Entry. The right of entry to the building is reserved to Woodborough Club and any other committee member of Woodborough Club and any police officer at any time during the hiring.
11. 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.

Woodborough Club

Function Booking Form

12. Cessation of activity. Woodborough Club Staff or Committee Member(s) reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.
13. 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 in the receptacles provided. **In the case of large events all rubbish must be taken away by the hirer.** The hall and cloakrooms must be left in as clean a condition as found. All tables and chairs must be distributed around the hall as found and additional tables and chair used must be put back in the storeroom. The deposit monies will be refunded after a satisfactory inspection of the building by a member of the Management Committee.
14. No additions to the building. No fixtures/fitments of any kind shall be driven into any part of the Building nor shall any placard or other articles be fixed hereto.
15. Property of the Hirer and the Hirer's agent must be removed from the Building within 15 minutes after the expiration of the hiring or fees will be charged for each hour or part thereof until the same is removed. Woodborough Club accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, 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.
16. Signage. The Hirer shall remove any sign, flag, emblem or other decoration displayed by the Hirer outside or inside the Building if in the opinion of Woodborough Club staff or Committee Member it shall be unseemly or expose the Building to an undue risk of fire or in the opinion of Woodborough club staff or committee member or its agent is likely to lead to disturbance or a breach of the peace.
17. Fire Exits. No exits may be blocked, chairs or other obstructions must not be placed in front of heaters or fire appliances removed or tampered with, and fire doors must not be propped open.
18. Lighting. No additional lights or extension from the existing electric light fittings shall be used without the previous consent of Woodborough Club.
19. Capacities. The maximum number of persons allowed in the Building at any one time is 150
20. Smoking. Smoking is NOT permitted in any part of the building at any time.
21. The hall will be opened and closed by a member of the Management Committee.
22. Hire Period. The hire period is the time that the hirer commences and finishes using the hall. It includes the time taken for setting up and clearing up.

Prices	
Hall Hire	£10 per hour
Bar Hire	£10 per hour