

Wimbledon Park Community Trust

AGREEMENT

for the use of
WIMBLEDON PARK HALL
located at
170 Arthur Road SW19 8AQ

(Name of Hirer).....

Thank you for your deposit of £200. This confirms your booking of the Hall for

Single event only: Day: Time: From: To: Date:

Periodic Hire: *(this is for regular hirers who are booking certain days each week for longer periods)*

.....
.....
We regret the deposit is not refundable should you cancel.

Please confirm the type of event you are holding:.....

The duration of your hire includes set up and subsequent tidying up by you and any outside contractors you employ.

Your cheque will be destroyed (unless otherwise instructed) after your hire date. We reserve the right to retain the deposit if you breach any of the obligations set out in our Conditions of Hire.

You are advised to make an appointment to view the Hall and read the Conditions of Hire in advance of making this booking. Payment of the deposit signifies your acceptance of all the Conditions of Hire that are currently in force and are listed in this agreement.

You are encouraged to contact the Trust well ahead of your event booking in order to agree the arrangements for access and pay the hire fee of £.....

Cheques should be made out to 'Wimbledon Park Community Trust'. Payment of the hire fee signifies acceptance of the Conditions of Hire and that you agree to indemnify Wimbledon Park Community Trust against all loss and liability associated with your hire so far as is permissible by law and that you will comply with

You are responsible for ensuring that any outside contractors employed by you know of and comply with these conditions, and you must supply the Trust with their details at the time you pay your hire fee.

Please keep the top copy of this for your records and return a signed copy to the above address.

CONDITIONS OF HIRE

1. The Trust reserves the absolute right to refuse hire to any person or group whose proposed activity is not in keeping with the declared objects of the Trust or is not, in their view, an appropriate use of the Community facility.
2. The use of the word 'hire' in this document denotes a licence that will be terminable immediately on notice by the Trust.
3. If deemed necessary, users of the Hall may be required to provide evidence of satisfactory insurance cover for their particular activity.
4. Hirers are responsible for the insurance of their own property brought into the hall. The Trust is not liable for the loss of or damage to Hirer's property.

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5. Smoking is not allowed anywhere on the premises.
6. All chairs are to be stacked after use and tables folded and returned to either where they were originally found or to the location indicated for storage.
7. Care must be taken to avoid marking the fabric of the Hall. Nothing may be attached to the walls or the windows without prior approval.
8. No candles, naked flames or fireworks of any kind are allowed.
9. No bouncy castles are allowed.
10. Music is allowed but must be played at a volume that does not cause a nuisance to other occupiers of the building or neighbours. During weekdays all music must cease to be played by 10.00 pm and on weekends by 11.00 pm.
11. Please leave the Hall, kitchenette and toilets clean and tidy, which is how you should find them. If that is not the state you find them in, please notify us immediately. There is no cleaner employed between hirings on the same day.
12. The fridge is to be left clean and empty of food and drink. Please bring your own tea towels. Cleaning equipment is left available in the kitchenette. Please follow any printed instructions on how to clean the floor and walls.
13. There are no dustbins provided for Hall users. Please take all your rubbish with you when you leave. Nothing is to be left outside the Hall.
14. Evening users must ensure their guests leave quietly by 10.30 pm on weekdays and 11.30 pm on weekends. (Weekends begin at 6.00 pm on Friday.)
15. Make sure you turn out all the lights and lock all doors as you have been instructed. Keys must be returned as instructed. Under no circumstances should you give your key to someone else.
16. A list of Emergency contacts will be provided with the key and will also be on the Notice Board. Please observe the order of priority and only use as a last resort.
17. Hire of the Hall gives exclusive use of the Hall and kitchenette only but not to any other part of the building.
18. Alcohol is not to be sold at the event. If this is intended you must inform the Trust, in the first instance, to secure permission to apply for a temporary event licence. This must be seen before the event. You will be responsible for ensuring that no regulations relating to the sale or consumption of alcohol are contravened and that any alcohol sold or unsold is used responsibly.
19. There is no car parking allocated for the users of the Hall. It should be noted that the Council rigorously enforces the parking restrictions within the area.

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Signed on Behalf of the Wimbledon Park
Community Trust by

Print Name.....

Signature.....

Signed on behalf of the Hirer

Print Name.....

Signature.....

Address.....

.....

.....

Tel no (Home).....

Mobile.....

Email

Due to recent incidents with hirers causing the activation of the Fire Alarm in the hall and the unnecessary attendance of the Fire Brigade, despite the clear warnings in the Hire Agreement and on our emails, about the prohibition of smoke machines, candles and naked flames and any other other items which may set off the smoke sensors in the hall, you are hereby warned that in the event that you are responsible for such an event (and that includes anyone in your party or employ), **your Deposit will be automatically forfeited and you will become liable for any other expenses that The Trust may incur as a result.**