

CONDITIONS OF HIRE

We respectfully draw your attention to the conditions of hire in the clauses listed below:

- (1) Only the Hall/Room and/or kitchen booked by you may be used at the time in question. The times of hire are strictly adhered to especially your departure time. Failure to comply with this ruling will result in your being **charged a penalty** of the hourly rate of the room/s you have hired for every 15 minutes. After 1 hour you will forfeit your whole deposit.
- (2) The maximum legal limit of persons in the Halls and Rooms **must not** be exceeded by reason of the safety regulation laws. For these capacities, see your hire agreement. It is essential and must be emphasised here, that **all passageways and emergency exits are kept clear** at all times.
- (3) **IT IS IMPORTANT TO NOTE THAT PERSONAL PORTABLE COOKING EQUIPMENT IS STRICTLY FORBIDDEN ON THE ASSOCIATIONS PREMISES**
- (4) Cancellation of hire a month prior to your booking may incur the loss of your deposit at the Manager's discretion unless the hall has been rebooked; however, there will be a minimum administration fee of £20 irrespective.
- (5) **No decorations of any kind must be fixed, attached or stuck to the walls, fixtures or furniture. Only free standing decorations are permitted and permission for these must be by prior arrangement at the office. If it is found that either you or your party have contravened this ruling, regrettably you will be subject to a penalty at the Managements discretion.**
- (6) Any breakage's and/or any reports of vandalism shall and will be deemed your sole responsibility. Any damages/ breakage's will be deducted from your initial deposit and if the costs should exceed your deposit, you will be responsible for paying the additional difference.
- (7) **We ask you to leave the Halls / Rooms, kitchens, corridors and toilets in the clean and tidy condition in which you find them. It is your responsibility to make sure that all Halls, Rooms, kitchens, corridors and toilets which you are hiring are left clean and tidy after use and before your departure for the next hiring party. If this ruling is not complied with, it will necessitate employing the two Association cleaners to carry out this task. Regrettably we have to inform you that the length of time it takes for them to clean your room, you will be charged at three times the hourly rate of the cleaners.**
- (8) The Watling Centre is subject to a NOISE ABATEMENT ORDER imposed by Barnet Council. As a hirer of this facility, it is a condition that you ensure that the noise levels i.e. a disco/band or any form of music played from your event do not cause disturbance to adjoining properties. **IF YOU DO NOT ADHERE TO THIS ORDER YOU WOULD LIKELY SEE YOUR FUNCTION STOPPED IMMEDIATELY. AS A HIRER YOU WILL BE LIABLE FOR ANY FINE THAT IS IMPOSED.**
- (9) We do ask that you leave the CENTRE and CAR PARK AREAS as **QUICKLY** and as **QUIETLY** as possible after your function. This being to respect the local residents.
- (10) The 'WATLING COMMUNITY ASSOCIATION' accepts no responsibility for loss or damage to property or person howsoever caused within the Associations premises, car parks and adjacent land.
- (11) As part of the contract, the 'Association' will provide 6 plastic bags for your refuse. These must be placed in the bins adjacent to the car park. Any further refuse must be removed from the Associations premises or a charge of £10 per additional sack will be levied.
- (12) **WE WOULD LIKE TO POINT OUT THAT THE PLAY AREA MUST NOT BE USED BY YOU OR ANYBODY IN YOUR GROUP AS THIS IS PRIVATE PROPERTY, AND ANYBODY FOUND TO HAVE USED THIS AREA WILL LOSE THE WHOLE OF THEIR DEPOSIT.**

BOOKING CONDITIONS.

- (a) A deposit of £200 is required for the Halls. A deposit of £100 is required for the Upper and Lower Kitchens. This **deposit** will be returned to the hirer 7 days following the hire providing that the above conditions have been complied with.
- (b). The **full payment** for the hire must be paid in clear funds 3 weeks before the hire date. Should the WCA not receive the balance payment, it will be deemed that you have cancelled your booking.

WE DO EMPHASISE HERE THAT WE DO NOT WISH YOU TO LOSE ANY OF YOUR DEPOSIT/S BUT CERTAIN RESTRICTIONS HAVE TO BE APPLIED WHEREBY THE HIRE OF THE ROOMS / HALLS ETC ARE CONCERNED. THE ASSOCIATION HAS TO ABIDE BY THE SAFETY RULES AND REGULATIONS THAT THE LOCAL COUNCIL IMPOSE UPON THE BUILDING AND THERE MUST BE NO INFRINGEMENTS OF THE ABOVE CONDITIONS / RULINGS.

I have read and understood the above conditions and agree to abide by them

Signature: _____

Date: _____ 2020