



Terms and Conditions of Hire- Wren Hall

PLEASE NOTE - There is a 30 minute change over period before and after each slot for large parties and events that require use of the kitchen and a 15 minute change over period before and after each slot for all other bookings. These changeover times are added to the cost of the first hour and are reserved automatically when booking the hall. This changeover period must be used for setting up before your event and clearing up afterwards. You should not use this period to extend your event.

BOOKING WILL BE CONFIRMED ON RECEIPT OF THE DEPOSIT. HIRING AND DEPOSIT RATES ARE AVAILABLE ON THE WEBSITE. BY PAYING THE DEPOSIT YOU ARE CONFIRMING THAT YOU HAVE READ AND AGREED TO THESE TERMS AND CONDITIONS OF HIRE.

Regular bookings will be invoiced monthly and are still subject to the Terms and Conditions of hire.

Hire period

- Set up and clear up time this needs to be included within your booking time. For example an event from 10am until 12noon would need to be hired from, perhaps, 9.30am and would end at 12.30pm

Evening bookings

- Evening bookings will be deemed to start after 6pm when an evening rate of rental will be charged. Evening functions must be completed by 11.00 pm unless agreed beforehand.

Rules and conditions of hire; -

For the purposes of these conditions, the term hirer shall mean an individual hirer (who must be over 25 years) or, where the hirer is an organisation. The Hall or the premises shall refer to Wren Hall If the hirer is in any doubt as to the meaning of the following, please email info@wrenhall.org

1. Fire regulations require that all exits must remain clear at all times. THERE MUST BE NO SMOKING WITHIN THE BUILDING. The hirer agrees to abide by the NO SMOKING policy within the building. SMOKE AND DRY ICE MACHINES are NOT permitted on the premises as these can set off the fire alarm. Please familiarise yourself with the **Fire Procedure** that is available on the Wren Hall website under Information/ Procedures and Policies.

2. The hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid an obstruction. Cars may park on the grass area (School Lane side) in dry weather.

Wren Hall,
School Lane,
Wroxall,
Warwick CV35 7NF
Charity No. 522936

Website • wrenhall.org
Email • info@wrenhall.org



A risk assessment should be completed by the hirer for the event which should include the evacuation of disabled persons.

Any damage or breakages to Wren Hall property must be reported to Wren Hall as soon as possible after an incident and the cost of making good such damage or breakages may be borne by the hirer.

3. The hirer must report all accidents involving injury to the public to a member of the Wren Hall committee or your Wren Hall contact as soon as possible. Any failure of equipment belonging to the hall must be reported as soon as possible. Certain types of accident or injury must be reported to the local authority. This is in accordance with The Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995. Any incident should also be entered in the accident book which is located in the kitchen. Please familiarise yourself with the **Accidents procedure** found on the Wren Hall website under Information/ Policies and Procedures.

4. The hirer shall ensure that any activities for children comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to children.

5. The hirer shall ensure that any electrical appliances brought to the premises and used there shall be safe in good working order and used in a safe manner.

6. Crockery and cutlery, if used, must be washed and replaced. The cooker must be left clean, all tables wiped down before stacking and all rubbish taken away. The dishwasher if used must be rinsed and emptied. Instructions are provided.

7. At the end of any period for which the Hall is hired, the hirer shall clear it of all equipment, which has been brought in. The tables and chairs should be returned to their original places. All lights and water taps must be turned off, fire doors closed and the hall left in a clean and tidy condition. The main exit doors can be locked remotely by using the intercom on the outside wall. By agreement with Wren Hall it may be possible for hirers to return to the Hall at a later time to finish tidying if required.

8. Wren Hall accepts no responsibility for personal belongings including cars and their contents parked in the car park and coats and clothing left in any part of the building.

9. The hirer shall be responsible for obtaining licences that will be needed if alcohol is to be sold. No licence is required for amplified live or recorded music between the hours of 08:00 and 23:00 provided the organiser obtains consent from Wren Hall committee.

www.warwickdc.gov.uk/downloads/file/969/temporary_event_notice_form_and_guidance_notes)

also all other regulations appertaining to the hall stipulated by the fire authority, local authority, and local magistrate's court or otherwise. The hirer is also responsible for obtaining appropriate licences if tickets or advertisements offer free alcoholic drinks as an inducement to buy tickets, in which case all tickets must be sold in advance and no tickets must be sold on the door.



10. In the event of the hall or any part thereof being rendered unfit for use for which it was hired (by accidental damage or act of God sustained previously) Wren Hall shall not be liable to the hirer for any resulting loss or damage

11. The hirer and/or their invitees shall not cause any nuisance or annoyance to the occupiers of adjoining property or do any act or thing which may cause damage to such adjoining properties or nearby houses.

12. The hirer hereby acknowledges that it is an offence to cause or permit to be caused any noise amounting to a nuisance and agrees that during any function when amplified music is played, steps are taken to ensure that the volume is maintained at a level, which will not cause a nuisance to the inhabitants of the neighbourhood. Amplified / loud music must cease at 11.00pm.

15. The hirer will personally ensure that when persons leave The Hall during or after a function they will do so in a quiet and reasonable manner.

16. The hirer shall forfeit part or all of the £100 deposit if any damage is apparent to damage done to any part of the property including the curtilage thereof or the contents of the buildings including the fabric or fittings of the hall following the hire period. If it is necessary to engage a cleaning contractor as a result of any activity carried out during a hire period part or all of the deposit will be forfeit. The deposit will also be deemed forfeit if a noise nuisance resulting in complaint is caused during any hire period.

17. No glue is to be used in the hall without properly protecting all flooring and furniture. Blue Tac must not be used on painted walls and should you wish to use any decorations (i.e. balloons, banners etc), approval from Wren Hall must be obtained. No tap shoes must be worn in the main hall.

18. Wren Halls decision as to the application of these rules and conditions shall be final and conclusive. These terms and conditions may be varied from time to time at the discretion of Wren Hall

19. IMPORTANT-PLEASE READ THE HIRERS' PUBLIC LIABILITY EXTENSION LOCATED ON THE WREN HALL WEBSITE (INFORMATION- CERTIFICATES) TO ENSURE THAT YOUR ACTIVITY IS COVERED UNDER THIS POLICY. IF NOT, YOU WILL NEED TO TAKE OUT SEPARATE INSURANCE COVER.