



Terms and Conditions of Hire- Wren Hall

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For the purposes of these conditions, the term hirer shall mean an individual, (who must be over 25 years), or organisation hiring Wren hall. The term 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 . It is the responsibility of the hirer to ensure that the people attending their event are aware of these terms and conditions.

Booking Wren Hall

- Booking will be confirmed on the receipt of a deposit of 20% of the total hire charge (this is not refundable).
- **By paying the deposit you are confirming that you have read and agreed to these terms and conditions of hire.**
- A £100 damage deposit is added to the hire charge and refunded after the event, assuming no damage has occurred.
- There is a gap between all bookings – 30 minutes if the kitchen has been used and a 15 minute gap for all other bookings.
- Regular bookings will be invoiced monthly and are still subject to these Terms and Conditions of hire.

Hire period

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

Evening bookings

- Weekend bookings rates will be deemed to start after 6pm on Friday. Evening functions, (except wedding receptions), must be completed by 9.00 pm.

Smoke and dry ice machines

- Smoke and dry ice machines are NOT permitted on the premises as these can set off the fire alarm.



Car Parking

- The hirer is responsible for the 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.
- Drivers park their car at their own risk.

Use of the Kitchen

- 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 on the wall and a video is also available at www.wrenhall.org/videos/.
- One off hirers need to bring their own tea towels/ tablecloths for use as required.

Children

- 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.
- It is the responsibility of the hirer to ensure that children using the outside play are supervised by a responsible adult at all times
- Bouncy castles are restricted to the main hall (room 1). Size is limited to 11'6" in height
- No Football games are allowed anywhere inside the building.

Fire exits / Smoking

- 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. Please familiarise yourself with the **Fire Procedure** that is available on the Wren Hall website under Information/ Procedures

Damage and Accidents

- Any damage or breakages to Wren Hall property must be reported to a Wren Hall committee member as soon as possible after the incident. The cost of making good such damage or breakages will be borne by the hirer and deducted from the damage deposit.

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- 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.
- The hirer shall forfeit part or all of the damage deposit if any damage is apparent to any part of the property, including the curtilage, or the contents of the buildings including the fabric or fittings following the hire period.
- The hirer shall forfeit part or all of the damage deposit if it is necessary to engage a cleaning contractor as a result of any activity that has taken place during the hire period.
- 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

Electrical Equipment

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

Leaving the hall at the end of the event

- At the end of any hire period, 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 Ring doorbell on the outside wall to call a committee member to lock the door remotely. 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. Failure to leave the hall in an “as received” condition may result in part or all of the damage deposit being lost.
- The check list at the end of the T&C should be used so that the hall is left in the condition that is expected.



Behaviour

- The hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; and the behaviour of all persons using the premises, whatever their capacity, their care, safety from damage however slight.
- The hirer and/or their invitees shall not cause any nuisance or annoyance to the adjoining property or do any act or thing which may cause damage to such adjoining properties or nearby houses.
- The deposit will also be forfeited if there is a noise complaint during, or after, any hire period.
- 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.
- 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.

Risk Assessment

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

Insurance and licences

- 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.
- 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)
- 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.
- 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
- 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.



End of Session check list

1. Please leave the Hall as you would expect to find it.
2. Search for smouldering fires and clear waste paper.
3. Check that kitchen extractor and cooker, if used, are turned off.
4. Check that all electrical appliances are turned off and unplugged.
5. Empty and clean the dish washer (if used for event)
6. Any tea towels, tablecloths etc that belong to the hall and have been used must be taken away, washed and returned within 7 days, the deposit will then be returned.
7. Mop kitchen floor and clean work surfaces if kitchen has been used for event
8. Stack chairs and return to original position.
9. All Hall equipment used must be returned to its proper storage space
10. Secure all outside doors and kitchen windows.
11. Turn off all interior lights not required for security purposes. Note – all toilet lights and the lights by the sound system are controlled by a sensor and there are no switches.
12. Close all internal doors.
13. Take all rubbish and recycling with you – **This includes babies' nappies!**
14. Close main foyer door as you leave and push Ring doorbell to request that hall is locked remotely. Call mobile number shown if you have any problems.
15. Close main gate and secure with padlock provided.

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