

Provisional bookings can be taken on our online portal:

<https://venuehire.scribeaccounts.com/Woughton-Community-Council->

**PLEASE NOTE TICKING 'I AGREE TO TERMS AND CONDITIONS' BOX WHEN SUBMITTING A PROVISIONAL BOOKING DECLARES YOUR UNDERSTANDING AND COMPLIANCE TO ALL OF THE TERMS AND CONDITIONS EXPRESSED IN THIS DOCUMENT.**

1. Please note when you submit a provisional booking enquiry online, we will request any proof to confirm you have selected the correct hire rate code.
2. You will have a maximum of 48 hours to respond with the requested proof.
3. Once you have confirmed your customer code, we will raise an invoice this will include £100 refundable deposit charge.
4. You will have 72 hours to settle the invoice in full. If you fail to settle the invoice within 72 hours of the invoice being raised, we will cancel the enquiry and your slot will be made available on our booking's portal again.
5. No refunds are given for less than 7 days' notice of cancellation prior to booking.
6. A returnable deposit of £100 must be paid in order to reserve your booking slot.
7. There is an expectation of a three month reclaim period, from your **last** booking to receive your deposit back. It is the booker's responsibility to contact Woughton Community Council to claim back their refund. Once the three-month period has passed there is no guarantee you will receive your deposit back.
8. Your booking is not confirmed until you have made full payment of your booking and confirmation is accepted by WCC.
9. Any **amendments** and/or **cancellations** made to any confirmed booking require 7 full days' notice **in writing** otherwise you will still be charged at full cost.
10. **Full payment** must be made in advance of 7 working days for all single bookings before your booking is confirmed.
11. **You can chose to pay in cash, or you can pay directly via the link at the bottom of our invoice using your bank card.**
12. **Full payment** must be made a month in advance, for **block bookings**.

### Terms of facility hire:

1. Meeting Places are closed on Bank Holidays.
2. Under NO circumstances should the booking be sublet to another booking, this will be deemed breach of your contract. The facility is entrusted for your use, and your use only throughout the specified booking times.
3. Woughton Community Council reserves the right to close the premises at any time for emergency or periodic maintenance and also when premises are required for public elections or similar events – every effort will be made to assure your booking and / or alternative provision offered.
4. Woughton Community Council reserves the right to cancel any bookings at its discretion at any time without prior notice and to change or amend the terms and conditions of hire at any time with no less than one month's written notice.
5. The hirer will indemnify Woughton Community Council against any and all loss, damage, claim or expense during the hirer's use of the premises. It shall be the responsibility of the hirer to effect adequate Public Liability Insurance to cover risks arising out of the use of the premises by the group/organisation and its or the hirer's invitees and visitors.
6. The Key holder will unlock the building at the commencement of hire and the building will remain unlocked until the end of the hire period. The hirer should ensure someone over the age of 18 years is present within the building throughout this period.
7. Strictly no betting, gaming or lotteries shall take place on the premises except that allowed by law and the hirer shall obtain any license or certificate required prior to booking the premises for such use.
8. The hirers shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to maximum capacity, music, singing and dancing and the sale and supply of liquor. All liquor licenses must be displayed at all times during the event and a copy of the license must be forwarded to us **before** the date of the booking. Failure to do so will result in the event being cancelled with no prior notice, and forfeit of your deposit.
9. Fire exits must not be obstructed in any manner. The hirer must ensure all visitors are familiar with fire safety procedure which are displayed around the meeting place.
10. Hirers must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc. Please note: **ALL WINDOWS AND DOORS MUST REMAIN CLOSED** whilst music/singing is taking place, or PA systems are in use.
11. Please note if using Tinkers Bridge Meeting Place, the use of PA systems are **not** permitted.
12. Young people under the age of 18 must be supervised by responsible adults at all times, during the course of their booking. Supervisors must be provided by the hirer and be aged 21 and over, with a minimum ratio of 1 adult to 10 young people. Strictly no children in the kitchen without a supervising adult.
13. Smoking is against the law and is not permitted at any Meeting Place, this regulation has been extended to include the enclosed outside areas. Failure to comply will put future bookings in jeopardy. This includes the use of electric cigarettes, vaping or similar.
14. All bookings and their proceedings must **stop** at 10PM (22:00) in order to comply with the Indoor Entertainments license.

15. All equipment hired can only be used within the facility and must not be removed.
16. **In case of block bookings – the user may not leave their own belongings or equipment on the premises at any time. Any belongings left in the premises without prior agreement from Woughton Community Council, will be treated as abandoned and will be disposed of by Woughton Community Council. Users must not use unallocated storage space.**
17. Approval for use of the Council premises by political parties shall be determined by the nature of the occasion. Public meetings such as rallies will not be permitted.
18. The premises shall be used for community purposes only and shall not be used as a postal address.
19. The walls/windows/ceilings etc. must not be marked or damaged in any form (this includes any pinning or stapling) any marks found will be chargeable to the hirer.
20. No advertising or publicity material will be displayed inside or outside the building without prior approval.

**Please note the following checks which must be followed and completed during your hire period, and no later:**

1. Please leave the Centre clean and tidy (as you would have found it) please take care to spot mop any spillages etc.
2. Clean down the tables and chairs and ensure that they have been put back as you would have found them.
3. Leave all floors and worktops clean and clutter free.
4. Please ensure all toilets are clean, flushed and checked.
5. Please do not leave any food or rubbish in the hall, upon your departure all rubbish, food and any refreshments or props must be taken away with you. **Please note, you are not permitted to leave any rubbish around the vicinity of the meeting hall or Woughton Parish area this will be considered fly tipping and reported immediately.**
6. Remove your rubbish for suitable disposable – please note under **no** circumstances should you leave your rubbish in or around Woughton Community Council premises.
7. Ensure all windows and doors are securely shut and fastened
8. Ensure all the lights are turned off and that you are ready to leave the hall with the above completed by the end time of your booking.

**Failure to comply with the above, will result in the following penalties;**

1. Should you fail to dispose of your rubbish as outlined above, this will incur a £25 removal fee.
2. Should your booking overrun by 15 minutes you will impose an initial £25.00 late leaver fee. This will then increase by a further £5 charge in increments of every 15 minutes after this.
3. Should you not leave the hall to a satisfactory standard the Caretaker will formally report including any evidence (if necessary) and you will be deducted a further £25.00 fee for any evident additional neglect of the Terms and Conditions.

You will be formally notified by Woughton Community Council should you be in breach of any of the above, within 5 working days of your hire usage.



Deductions are at the discretion of Woughton Community Council and will be deducted from your deposit payment for the hall and hire.

### **Data Protection**

By signing this declaration, you agree to Woughton Community Council storing your data in line with our data protection policy. Information you give us about yourself will be held on computer or manual record, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. Information may also be used in connection with the prevention and detection of crime and fraud. Full details of our privacy policy can be seen on our website or upon request.

### **DECLARATION**

**By signing this I agree that I understand and comply with the above set Terms and Conditions.**

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Signed: \_\_\_\_\_

Print Name \_\_\_\_\_

Date: \_\_\_\_\_

Woughton Representative

Signed: \_\_\_\_\_

Print Name \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_