



Tidworth Town Council, Wylve Road, Tidworth, SP9 7QH Tel: 01980 847390

****Please note CCTV is in operation on this site****

Conditions of Hire

- 1 All applications for the hire of the Community Centre can be made in person, by telephone, letter or e-mail to The Town Clerk on tidworthadmin@tidworthtowncouncil.gov.uk or 01980 847390. If the hire is by an organisation and named on the above application, they will be jointly liable with the signatory on their behalf.
- 2 No booking is secure until a deposit has been paid. Full charges connected to the hire of the Community Centre must be paid to Tidworth Town Council at least **7 days before** the date of the function. (Keys will **not** be issued before payment is made and cheques cleared).
- 3 A key safe is situated at the Community Centre and you will be informed of the combination number by email or phone call the day before the hiring. The key safe contains the following: 1 x Entrance Door. The keys will then need to be returned to the key safe at the end of the session & the numbers on the safe scrambled. A charge may be made for late return of keys.
- 4 The time booked must include setting up/clearing away not just the function time. Due to licence restrictions all music must be finished by 11.45pm to allow time for the function to be cleared by midnight and for the building to be vacated.
- 5 No alcohol shall be sold at any function in the Hall unless a Special Licence from the responsible authority has been granted. The hirer must produce evidence of a Licence as requested by the Town Clerk, Admin officer or any Town Councillor.
- 6 Any conditions attached to the Entertainment Licence shall be duly observed. A copy of this Licence is attached and displayed on the Community Centre entrance door.
- 7 The Hirer shall not sub-let the Hall or any part of it.
- 8 The Hirer is responsible for all damage occurring to any Town Council property during the period of hiring; or while persons are entering or leaving the premises, pursuant to the hire, however and by whom it is caused. There is a comments book in the kitchen should any damage need to be noted.
- 9 The Town Council is not responsible for any loss of or damage to any property belonging to the Hirer or the Hirer's agent or employees arising out of a hiring, nor for any loss due to breakdown of machinery, failure of electricity or water supply or leakage which might cause the Hall/premises to be temporarily closed, or the hiring interrupted or cancelled.
- 10 The Town Council reserves the right to put a stop to any entertainment or meeting that is not properly conducted and the right of entry to the premises is reserved to the Town Clerk, Town Steward any Town Councillor or Police Officer at any time during the hiring.
- 11 Hirers of the premises are responsible for fire safety and evacuation of all members of their party. A briefing on how to use the fire extinguishers /fire blanket and evacuation procedure is attached.



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12 No bolts, tacks, nails, screws or similar objects shall be used in the Hall to secure decoration, banners, balloons etc. Blue tack can be used on some surfaces but NOT on emulsion paint i.e. walls.

13 No flags, emblems or other decorations shall be displayed outside any part of the building without prior consent from the Town Council.

14 Any electrical equipment brought onto the Community Centre premises by the Hirer or on behalf of the Hirer (e.g. disco equipment etc) must be PAT certified.

15 At the end of the session the premises shall be left in a clean and tidy state and furniture must be replaced as found. If any property of the Hirer remains after 12 noon on the following day, hire fees will be charged for each day or part day until property is removed. If the premises are not left in a clean and tidy state the Hire deposit will be forfeited. The Hirer must remove all their REFUSE from the premises. **Should further cleaning be required after the Hirer has vacated the premises; the Town Council reserves the right to enforce further charges commensurate with the time/procedure required.**

16 The Hirer will be responsible for the security of the premises, locking doors and windows, turning off all electric lights, heaters and cooker (not forgetting the toilet facilities).

17 Cancellations Policy: **If notice is given within 7 days 50% of the fee will be returned
If 24 hours or less notice is given the fee will not be returned**



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Community Centre HIRE APPLICATION and AGREEMENT form (Private Functions)

Name of HIRER Organisation

Address

Telephone Email.....

Date required from to.....

Approx number attending..... Type of function.....

The Community Centre is hired out at a rate of £8 per hour (please remember to include your set up and clear up times and not just the event itself). Bookings must end no later than 11pm.

Will alcohol be sold at the function? Yes [] No []

A refundable deposit must be paid at the time of booking. For bookings ending prior to 6pm, the deposit fee is £50. For bookings ending after 6pm a deposit fee of £100 is payable. The deposit will be returned providing the conditions are observed and the Community Centre is left clean and tidy with no damage incurred.

Deposit Paid by Cash [] Cheque []

Deposit amount £50 [] £100 []

Cheque (delete as applicable): I wish my cheque to be returned to me [] OR

I give permission for my cheque to be destroyed by the Town Clerk []

Cheques should be made payable to Tidworth Town Council

I agree to abide by the Conditions of Hire and accept full responsibility

Signature of Hirer.....

Date.....

For office use only

Deposit received Cash [] Cheque []

Cheque returned [] Cheque destroyed []

Cash returned [] Received by.....Date.....

ID seen [] Required License seen []

Event cancelled [] 50% refunded [] received by.....

After function

Premises inspected Clean [] Dirty []

Further cleaning arranged []

Invoice created to hirer [] or Deposit withheld []