



**THE WINDLESHAM CLUB & THEATRE**  
**Kennel Lane, Windlesham, Surrey GU20 6AA**  
**Tel : 01276 472210**  
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## **CONDITIONS OF HALL HIRE**

*Please read these Conditions thoroughly and obtain clarification of any aspect which you may find unclear.*

### **1. BOOKING**

- 1.1 All Applications for the Hire of the Hall must be made on the Hall Booking Form which must be fully completed in all respects.
- 1.2 These Conditions of Hall Hire are extended by Supplemental Terms and Conditions which will be made available to Hirers.
- 1.3 All Hirers must be at least 18 years of age and signature of the Hall Booking Form indicates acceptance of these Conditions of Hall Hire, with the signatory being a temporary member of the WCT on the date of the function.

### **2. CHARGES**

- 2.1 Charges are as advised.
- 2.2 Hall Hire charges include use of Hall, Front of Stage, Kitchen, toilets and tables, chairs and sound / lighting equipment (as indicated at the time of Hire).
- 2.3 When agreed, the Hirer and Guests over 18 years may use the Club Bar during the Hire (within normal Bar opening hours) subject to the payment of the cost of extra Bar Staff.
- 2.4 Should the Hirer and his / her Guests over 18 years wish to supply and consume their own alcoholic drinks the hirer **must have written consent from the Club Management (,if own drink is brought into premises without consent and found to be used charges will apply)**
- 2.5 On NO account must the Hirer or any Guest sell any alcoholic drinks at the function.

### **3. SECURITY DEPOSIT**

- 3.1 A Security Deposit of equating to 50% of the Hall Hire Charge is required to be held against loss, damage or special cleaning relating to the Hire and is refundable to the Hirer (less any repair / replacement / special cleaning costs) 7 days after the date of Hire.

### **4. PAYMENT & CANCELLATION**

- 4.1 Payment for the appropriate amounts due must be made in full to the Club at least 14 days prior to the date of Hire.
- 4.2 In the event of cancellation of a Booking, Hall Hire Charges paid are NOT refundable except in the case of exceptional circumstances as agreed by the Club (however the Security Deposit and other charges as applicable will be refunded).

## 5. CONTROL & SUPERVISION

- 5.1 The Hirer and at least three other adults must be present during a function to take full responsibility, and without exception especially for those hirers where guests are under 18 years of age. Additional security measures (i.e. Local Authority approved Doorpersons) must be arranged at the Hirers cost for functions which include teenagers and those under 25 year of age.
- 5.2 Guests should use the **rear car "overflow"** park and not the members car park or park on the external road and verge areas.
- 5.3 The Hirer and Guests should confine themselves to the Hall area during the function (other than purchasing items at the Club Bar when agreed) and refrain from gathering in the Clubroom, car park or outside the Hall.
- 5.4 The Hirer and Guests are not permitted to enter the area behind the Stage curtains, unless otherwise agreed, nor use any equipment or facilities not subject to the Hire.
- 5.5 During the period of the Hire, the Hirer & Guests are subject to the Rules and By Laws of The Windlesham Club & Theatre and MUST comply with any requests made by the Manager, Officers, Committee Members or Bar Staff or other persons designated by them who reserve the right of entry to the Hall.

## 6. SPECIAL CONDITIONS

*The following Special Conditions contain legal requirements which **MUST** be complied with :*

- 6.1 Unless a specific variation has been agreed by Surrey Heath Borough Council -  
  
All functions MUST end promptly at 11.30 p.m. (Sundays 10.30 p.m.) and the premises (including the car park) vacated no later than 12.00 p.m. (Sundays 11.00 p.m.)
- 6.2 Guests of the Hirer MUST leave the premises in a quiet and orderly manner to avoid creating any annoyance and disturbance to neighbours and other residents.
- 6.3 If amplified music is to be played at the function the Hirer MUST inform the Club at the time of booking and :
  - power to music equipment MUST be fed via the noise limiting socket provided.
  - all doors (including Emergency Exits) and windows MUST remain closed at all times, except for access to the Hall.
- 6.4 No exits may be blocked, no obstruction placed in corridors nor fire fighting appliances are to be tampered with. No additional lights or extensions from the electrical fittings shall be used nor shall any person gain access to the electricity distribution control board. Particular care must be exercised if candles are to be used and when emptying ashtrays. All injuries are to be reported and entered into the Accident Book (a First Aid Box is available in the Bar).

## **7. CARE OF PREMISES**

- 7.1 The Hirer should not affix nails, tacks, pins or tape etc to any part of the walls, doors or floor nor place placards and other decorations outside the Hall without the previous consent of the Club. Any and all decorations and material should be removed at the end of the Hire.
- 7.2 The Hall and all of the hired facilities (including toilets) shall be left clean and tidy and restored to the condition found at the commencement of the Hire failing which the Club may use the Security Deposit to pay for the cost of cleaning and waste removal (cleaning equipment / materials are available).
- 7.3 All tables, chairs and other equipment the subject of the hire must be cleaned and appropriately stored away.
- 7.5 Upon vacation of the Hall all lights, electrical equipment, taps etc should be turned off and all rubbish, surplus food and personal property should be removed.
- 7.6 Any loss or damage must be reported to the Club and to the extent that the Security Deposit is inadequate to pay for any repair or replacement the Hirer will make good any cost incurred.

## **8. OTHER CONDITIONS**

- 8.1 If Hirers wish to use the Hall for Public Entertainment, they must have appropriate insurance cover, and ensure that all necessary permits and/or licenses are obtained from Surrey Heath Borough Council and are complied with.
- 8.2 If an Entertainer (artist, band, disco etc) is to appear during the function they are required to submit a copy of their proof of public liability insurance cover to the Club. No copyright dramatic or musical work is to be performed at the function without the license of the owner of the copyright and such license shall be produced to the Club before the commencement of the Hire.
- 8.3 The Windlesham Club and Theatre reserves the right to cancel any bookings or terminate any hiring where it has reasonable grounds to believe the event may result in disturbance to neighbouring residents, disorder, breach in these conditions or any criminal offence may or has occurred.
- 8.4 The Windlesham Club & Theatre accepts no responsibility for loss or accidental damage except personal injury or death caused by negligence on behalf of the Club.

