

Tiddington Community Centre (TCC)

CONDITIONS OF LETTING OF THE TCC HALL

1. The Tiddington Community Centre (herein referred to as the TCC).

The TCC reserves the right to refuse a booking for any reason, at any stage of the booking, and to terminate the rental for any breach of the conditions below. **All Hirers of the TCC must be 25 years or over.**

NO ALCOHOL can be consumed on the premises without prior approval in writing. No alcohol can be served to anyone under 18. **Proof of Age must always be requested from anyone not clearly over 18.**

2. Hall Hire. Once a hiring has been accepted all reasonable steps will be taken to ensure the building is available, but the TCC cannot accept any responsibility if, in some emergency beyond its control, the building becomes unavailable. If you are unfamiliar with the hall then it is your responsibility to ask for a pre-visit.

3. Numbers. The maximum number of persons to be admitted for any function shall not exceed **120 without prior approval.** **One Adult is required for every 10 young persons.** The Hirers will be held totally responsible for all attendees at their function. In the event of any complaint of unruly behaviour etc then you will be asked to leave the premises quietly and immediately or the police will be called.

4. TCC Liabilities. The TCC disclaims all liability for injury to any person or loss or damage to the property of any person using the building however caused. The Hirers should ensure that they have their own Insurance to cover their event and their attendees. You need a mobile phone ON throughout your hire.

5. Responsibilities of Hirer. The named Hirer will be held responsible for any loss or damage to the building, furniture, furnishings or crockery etc occurring during the period of hire. When making a booking a **cheque for £100 Deposit** will be required post dated to the day of hire. This will be **destroyed** un-cashed if no loss or damage occurs **and** the hall, kitchen etc are left clean & tidy with floors swept & all lights & heating turned off. **If the premises are left dirty you will incur a cleaning fee of £25. If lights or heating are left on you will incur a utilities charge of £25. Minimum additional charge is £25.**

Please report any problems without delay in order that we can rectify them. Do not attempt to repair anything yourself. **Do leave a note of any breakages or damage incurred however small.** The Hirer undertakes not to do or permit anything to be done which may, in the opinion of the management, be or become a nuisance or annoyance & thus shall interfere with the peace or general comfort of others in the village.

6. No children's equipment e.g. tables, chairs, climbing frames, mats etc. are to be used without consent.

7. The Building. **Do not** attach or fasten by nails, pins, screws or tape anything to the walls, floor or woodwork of the building. **Please DO NOT sit on the Radiators! No Music after 11pm (11:30 Fri/Sat).**

8. Security. Hirers of the hall will normally find it open. When locking up after a function care must be taken to ensure that all windows, internal doors and fire doors are closed with the latch on the front door down

9. Fire Precautions. **THERE IS NO SMOKING ANYWHERE ON THE PREMISES!** The main doors of the building must remain unlocked during all functions. Hirers should familiarise themselves with the whereabouts of all fire exits and fire extinguishers. **You must have a mobile phone on.**

10. Car Parking. Parking is available only on the Stratford side of the hall (approx 24Cars).
STRICTLY NO PARKING IN THE HOME GUARD CLUB PLEASE!

11. Hire Fee. The hall is hired out at the rate of **£15 per hour** or part thereof. **Payment of the full amount is payable a minimum of 21 days PRIOR to function date or at time of booking whichever is the later.**

Cheques should be made payable to:- 'Tiddington Community Centre' and delivered to

Rob Cobby 01789 293863, Touchwood, Beeches Walk, Tiddington, Stratford-upon-Avon, CV37 7AT

For the avoidance of doubt: Until the Hire Fee & Deposit are received the TCC is not booked

Return to: Rob Cobby, 5 Beeches Walk, Tiddington, CV37 7AT Tel: 293863 Rob.Cobby@TouchwoodOnline.com

For the avoidance of doubt: If you have not paid in advance then the hall is not booked

Tiddington Community Centre – Register Charity 1093526
Main Street, Tiddington, Stratford-upon-Avon, CV37 7AN, 01789 268390

HALL KEYS: The centre will normally be opened for you - please confirm with Rob!

In the case of an EMERGENCY contact Rob Cobley on 01789 293863 or 07710 144729

Please return to: **Rob Cobley, Touchwood, Beeches Walk, Tiddington, CV37 7AT**
with Payment Before the Hire Date or the Hire will not be Valid

APPLICATION FOR COMMERCIAL HIRING (BLOCK LETTERS PLEASE)

NAME _____
EMAIL _____
FULL ADDRESS _____
TELEPHONE _____
ORGANISATION _____
HIRE DATE/S _____
From _____ am/pm to _____ am/pm
For the purpose of _____

Number of persons attending Children under 18 _____ Adults _____
Details for repeat hiring's _____

Do you require use of the Kitchen? _____ Cutlery/Crockery? _____
If Kitchen required give details _____
What food are you providing? _____
Do you need the Oven? _____

The number of Your Emergency Mobile Phone is? _____

IF Alcohol has been approved Person responsible: _____ Age: _____
Names of those serving Alcohol 1. _____ Age: _____
2. _____ Age: _____

I/We have read and accept the conditions of hiring and enclose a returnable
Deposit of £100 plus the **Hire Fee** based on **£15/hour**
If **Alcohol** has been **approved by Rob** then the **Alcohol Fee** is as at the agreed rate.

Your Signature _____

NAME IN CAPITALS _____

Position _____

Date _____

Cheques enclosed **Deposit £** _____ **(£100)** **Hire Fee £** _____ **(£15/hour)** **Alcohol Fee £** _____

Addition Comments/Requirements? _____

