

Terms and Conditions of Venue Hire

1. Application of terms and conditions

The person signing the booking form agrees to accept personal liability for the hire charge and for meeting these conditions. No booking agreement exists until full payment has been received and the booking request has been confirmed in writing. Full Payment must be received a minimum of one month in advance. The hirer may not “sub-let” their booking.

2. Cancellations

The hirer may cancel the agreement without penalty by giving written notice at least seven calendar days ahead of the event date. If the hirer cancels the booking giving notice of less than seven days, the hire charge will be retained by Watford and Three Rivers Trust (W3RT).

On occasion, W3RT may need to cancel a booking for logistical or operational reasons (eg. if a room or activity is deemed unsafe.) W3RT reserves the right to cancel bookings without explanation or liability by giving written notice at least seven calendar days before the event. All related fees and deposits will be returned to the hirer. Should W3RT deem it to be necessary to cancel an event giving less notice, W3RT will refund all related fees and deposits and also offer compensation of one half of the booking fee – unless the cancellation was a result of a breach of terms and conditions.

3. Access times & Cleaning

When making a booking hirers must take into consideration ‘setting up time’ as early access to the Centre is not permitted. Hirers undertake to vacate the Centre no later than the end time stated on their booking form. All use of the premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their original position. Chairs should be moved using the trolleys provided to avoid damaging the floors. The premises and surrounds must be left in a clean and tidy.

4. Car park

Both car parks located at Holywell Community Centre are for ‘public access’ and cannot be reserved as part of the booking agreement. Please note that there is no car park at the Barn but Sutton and Gade car parks are located just a short walk away. Cars must not cause any obstruction at the entrances to, or exits from the building and it is the responsibility of the hirer to ensure that anyone attending the event adheres to restrictions.

5. General requirements

All rooms and facilities must be left in a clean condition for others and bins must be emptied. Hirers will be held financially responsible for the costs of cleaning and repairs including blocked toilets, broken equipment, marked floors, etc.

Hirers are responsible for ensuring that visitors behave with respect and consideration, to the Centre, its staff, equipment, users, and neighbours. Noise should be kept to a minimum and not cause any inconvenience to local residents or to people using the facilities in the park. Foul or abusive language, drunkenness, violence, vandalism, theft, or threatening behaviour will always be reported to the police and will usually result in deposits being withheld and future bookings declined.

W3RT shall not be liable for any loss or damage suffered by the Hirer where the use of the accommodation is rendered impossible by reasons of accidental, strike, lock-out or other like causes, or by failure of the heating, lighting or electrical facilities or because of events which are beyond our control.

6. Health and Safety

Hirers are required to keep a register of everyone attending their event and to provide this on request to any W3RT staff, Fire Officer or Police Officer. Hirers must ensure that those attending the event are familiar with the Centre's fire safety, health and safety and security policies.

7. Alcohol

No alcohol may be brought, or consumed on any part of the premises without the express permission of W3RT. Alcohol may only be sold by a Personal License Holder who holds a Temporary Events Notice (TEN). Permission to apply for a (TEN) must be granted by W3RT before an application is made to Watford Borough Council.

8. Specific Prohibitions

- Every hire room has a maximum capacity. These will be communicated at the time of booking and are displayed in the office. On no account should these figures be exceeded.
- There must be no party political activity at the Centre.
- There must be no smoking in the Centre or within ten feet of any doorway.
- There must be no criminal activity at the Centre and no individuals who are barred from the Centre will be allowed into any activity.
- No electrical equipment may be used unless it complies with Portable Equipment Testing (PAT) requirements.
- No bolts, screws, nails, tacks, drawing pins, sticky tape or re-usable adhesives such as blu-tack may be used on the walls.
- Inflammable, explosive substances, cleaning chemicals or anything producing an offensive smell must not be brought into the Centre without express written approval.
- W3RT will not accept responsibility for the damage, loss or theft of any personal belongings.
- There must be no display of internal or external fireworks.

9. Additional conditions

Hirers must demonstrate that they have appropriate insurance cover and that they comply with legal requirements for their activities (for example, on child protection

and food hygiene). Failure to provide adequate evidence may result in the booking being cancelled without notice and without compensation which can only be sought after permission has been granted by W3RT.

W3RT will use the information provided on the booking form for the stated purpose. If you have indicated that the event is open to the public, we may publicise the event (on our website and elsewhere) along with any details of contacts and prices you've provided.

Charities, social enterprises and voluntary organisations booking rooms undertake to become members of W3RT.

10. Failure to comply with Terms and Conditions of hire

Failure to adhere to these Terms and Conditions may result in:

- Your deposit not being returned
- Future booking requests being declined
- Legal action to recover costs incurred by W3RT