

# Rosewood hall hire agreement.

## Pangbourne Working Men's Club

Whitchurch road, Pangbourne, Reading, Berks, RG8 7BS

Telephone 01189 842885

Name:

Membership number  Date of Event

Access to the selected amenities contracted for between the hours.

Full Day 11.00am - 00.00am  Block  Hourly

Standard hall hire consists of hire of the main hall and toilet area.

	Full day	Block Weekday	Hourly Sessions	Date paid	Signed
Deposit (required upon booking)	80.00	25.00			
Hall hire	100.00	25.00	25.00 P/H		
<b>Total Charge for Hall</b>	<b>180.00</b>	<b>50.00</b>	<b>25.00 P/H</b>		
Refundable Deposit (damages)	150.00	100.00	-		
Kitchen hire consists of use of the kitchen and appliances.	30.00	30.00	30.00		
Entertainment hire includes the hire of the sound system and disco lighting equipment (the hirer is to supply their own music to play through the sound system)	25.00	25.00	25.00		
Corkage	5.00 per unit	5.00 per unit	5.00 per unit		

Agreed cost  Event details

I  Agree to hire the hall to the conditions set out above.

Contact number

E-mail

Address

Signed

Date

Event start & finish time	
Tab on arrival?	
Drinks required on arrival? Drinks for speeches?	
Number of glasses	
Number of guests	
Additional notes/ requests	

### TERMS AND CONDITIONS

**1. Application** - All applications for hire of the Hall must be in writing on the appropriate printed form, completed and forwarded to the Bookings Officer for consideration. A responsible person aged 21 or over should be identified, one to be deemed the Hirer in charge of the Hall and supervising the event to comply with conditions of hire, including that related to alcohol where applicable (See 3 below). The Bookings Officer reserves the right to refuse any application for hire of the Hall without stating a reason. Where an organisation is mentioned with the Hirer's name, that organisation shall also be considered the Hirer and shall be jointly or severally liable hereon with the person who signs the form. A Hirer cannot sub-hire the Hall to another person/organisation. **2. Hire and Hire charges** - Will be as agreed by the clubs Committee and as amended from time to time. The hirer will be held responsible by PwMC for any damage or theft caused or due to the actions of the hirer or hirers guests howsoever cause and will be required to lodge a refundable deposit of £150 14 days prior to the hire period which will be set against part of any such damage or theft arising. The deposit can be returned 3 days after the hire, subject to a satisfactory inspection being carried out following the completion of the hire period. A deposit is required upon booking session hire with the balance becoming due 14 days prior to the event. For Regular Users payment should be within 14 days of invoicing. Late payment could lead to a penalty of 20% of the invoiced amount. In the event of the cancellation of a one-off session booking, within less than one month of the booked date, any deposit money paid will be refunded only if the Hall can be re-booked. The hire of the Hall does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the Hall has been hired, except to inspect the premises before an event by prior arrangement with the Bookings Officer. **3. Premises Licence (Licensing Act 2003)** – This is an Act making provision about the regulation of the sale and supply of alcohol, the provision of entertainment and the provision of late-night refreshment, about offences relating to alcohol and for connected purposes. The Hirer is deemed to have had notice of these conditions. The objectives of the Licensing Act being prevention of crime and disorder, public safety, prevention of public nuisance and the protection of children from harm. This includes, but is not limited to, the illegality of selling or supplying alcohol to underage persons with the Hirer taking all necessary steps to confirm an individual's age. Failure to apply these rules could mean the hirer is refused permission to hire the Hall for subsequent events. **4. Damage** - The Hirer is responsible for all damage to the fabric of the Hall and any furniture and equipment contained therein. The Hirer will be required to pay for making good any damage or loss. Prior damage to equipment and/or malfunctioning of equipment etc. must be brought to the attention of the Bookings Officer immediately. The Management Committee is not responsible for any loss or damage to Hirer's personal or other property brought to the Hall during the hire period. **5. Insurance** - The Hall has Public Liability cover for individuals and/or groups hiring the Hall for private functions who have no public liability cover of their own. The cover is only provided for non-commercial activities, which are for the benefit of the local community. Any business hirer should arrange their own insurance. **6. Capacity** - The maximum number of people allowed at any event in the Hall (including performers and/or helpers) must not exceed 150. **7. Notices, Decorations and Equipment** - No Hirer shall affix any fixtures or fittings to any part of the Hall. No 18th birthday parties, only drinks purchased from the club bar to be consumed. No Sellotape or drawing pins to be applied to any surface. Bluetac only to be used on glazed surfaces. Hanging decorations are only to be permitted to be hung from the hooks provided around the dance floor. No naked flames (candles etc.). Fire exits are only to be used in an emergency. No smoking (including e-cigarettes). No fixtures or fittings

to be removed without consent from the general manager. No pets in the hall or lounge bar. Any equipment used must be put away after use. Ex) Tables, chairs. Abuse to bar staff/or any club member will not be tolerated. You must clear your decorations before closing. No additional lights, light extensions or other electrical equipment shall be used without prior consent of the general manager. **8. Hygiene, Cleanliness and Tidiness** - Hirers intending to serve food or drink, even coffee and biscuits, should ensure that they maintain the correct level of cleanliness and hygiene as per the guidelines in the appropriate file kept in the kitchen. The Hirer shall leave the Hall in a clean and orderly state at the end of the session. All rubbish should be removed from the site. Kitchen equipment, if used, must be left clean. At the end of hire, chairs should be stacked, tables collapsed and stored away as directed by the bar manager. Any comments/complaints about the state of the Hall can be sent to the general managers via email or letter. Hirers found to be consistently in breach of cleanliness standards will be required to pay a supplementary cleaning charge. The Management Committee reserves the right to impose extra charges at any time. These charges may include the costs associated with, but not exclusively associated with, leaving energy usage equipment on or water running. **9. Hall's Good Neighbour Policy** - Hirers are asked to respect the fact that the Hall is in a residential area and noise / music volume should be kept to a respectable level and cease no later than 12.00 pm. Any Hirer wishing to have a booking extending beyond this time MUST seek approval of the Committee. **10. Safety** - It is the responsibility of the Hirer to ensure all instructions, particularly emergency and evacuation procedures are followed. This is particularly important for seated audiences. The hirer must supply a full list of non-members attending the event that will be submitted to the office at least 3 days before the event. The Management Committee operate a Health and Safety policy and carry out regular risk assessments. Hirers are invited to make their own comments. A First Aid box is available in the kitchen and details of any accidents should be noted in diary/comment book along with details of any material(s) used from the First Aid supplies. There are fire extinguishers as well as fire alarms in the Hall. In the event of a fire of any kind, the fire brigade MUST be called by phoning emergency services. Youth group organisations. The person signing the Booking Form on behalf of an organisation in which there are young people under the age of 18 shall be responsible for ensuring that all legal checks necessary have been done.

**11. Parking** fully paid members of Pangbourne working men's club are welcomed to use the member's car park whilst utilising the clubs' facilities. they must enter the registration of the vehicle on every visit in the machine next to the bar, failure to do so will result in a fine. customers Hiring the hall (non-members) for functions, meetings, or dance classes etc., must pay in the pay and display car park. The pay and display car park does not make any exemptions for blue badge holders. All terms and conditions apply. In the member's car park, blue badge holders (members only) must enter their registration in the bar.

## PRIVACY

Your privacy is important to us, and we want to communicate with our members in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact you. We need your information for:

- Posting your membership to you.
- Storing your details on membership companion data base.
- Keeping your information for contact purposes. – Office staff & bar staff.
- Your data will NOT be shared with any third party.

**Please note that we take keeping your data safe very seriously and have safeguards in place.**

If you are not happy you have the right to complain to the ICO.

You have the right to request a copy of the information that we hold about you. If you would a copy of these documents then please email [info@pangbourneclub.co.uk](mailto:info@pangbourneclub.co.uk) or write to the Data Controller, General Manager, Pangbourne Working Men's Club, Whitchurch Road, Pangbourne, Reading, Berkshire, RG8 7BS

If you wish to revoke the above permissions – please make a request by email to [info@pangbourneclub.co.uk](mailto:info@pangbourneclub.co.uk) or write to the Data Controller, General Manager, Pangbourne Working Men's Club, Whitchurch Road, Pangbourne, Reading, Berkshire, RG8 7BS.

- All personal details will be removed 24 months after membership ceases.
- Booking forms are destroyed within 3 months after function has taken place.

Please tick the boxes where you grant consent:

To have my details displayed in the club premises for at least 7 days prior to the committee meeting. (This is to allow any existing member to scrutinize the application – membership will not be submitted without this process)

**Yes**

**No**

To keep me informed about news and events (note you can unsubscribe from the e-bulletin at any time).

**Yes**

**No**

I consent to the Pangbourne Working Men's Club contacting me via:

Post  Phone  E-mail

By signing this form, you are confirming that you are consenting to the Pangbourne Working Men's Club holding and processing your personal data.

**Member**

**Date**

**Print name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_