

Terms and Conditions for Private Hire

The Association hopes that your event is a success and that your guests enjoy the event and our facilities. We aim to keep rules and regulations to a minimum, but there are certain rules that must be adhered to for the safety and comfort of all Centre users. Please read the following carefully to avoid any misunderstanding. If in doubt, please consult the office staff before your event.

1. **The Bond is non-refundable in the event of cancellation;**
2. Access to hired room(s) is from the agreed hire times only ;
3. All rooms have either a standard set-up or no set-up;
4. The Hirer agrees to pay fees on presentation of WACA CIO invoices and overdue invoices will incur 5% interest, monthly;
5. The Hirer is responsible for completing a fire register;
6. The Hirer must leave all room(s) hired in a clean and tidy condition for use by others. **All rubbish and in particular food waste, must be taken with the Hirer when leaving.** If WACA CIO provides catering then any food waste will be disposed of by WACA. If excessive cleaning is required then the bond will not be refunded.
7. The Hirer is responsible for identifying an adult to act on his/her behalf if he/she is not able to be present;
8. **The Hirer is responsible for ensuring that any materials attached to the main hall walls or partition or York room walls is secured by white tack only; any other form of adhesion, such as Sellotape, double sided sticky tape, Blu tack; is not permitted as these will damage the walls.**
9. The Hirer will be responsible for any damage to equipment, fixtures and walls caused during the period of hire;
10. The Hirer will be responsible for the supervision of all children under 16 attending the function;
11. The Hirer will ensure that any DJ hired presents his liability insurance to the office;
12. When hiring room(s) in pursuance of fund-raising or social events this will be treated as Private Hire;
13. **As the Hirer (or the named person nominated) you are responsible for your guests.**

You are reminded that when on these premises it is NOT PERMITTED TO CONSUME ALCOHOL NOT PURCHASED FROM THE CENTRE'S LICENSED BAR. TO DO SO WILL JEOPARDISE OUR PREMISES LICENCE AND THAT OF THE PERSONAL LICENCE HOLDER.

Any alcohol being brought into the Centre by way of a gift, or similar, must be surrendered to the duty bar person for collection at the end of the evening.

Any evidence of alcohol (including empty alcohol bottles) found on the premises that was not purchased from the Centre's bar will result in the refundable security bond being retained and any alcohol confiscated until the end of the evening. There are no exceptions.

You are also reminded that recording CCTV is active throughout the building and will be used to verify the consumption of any illegally consumed alcohol on the premises.

14. Bookings will only be accepted from persons over 21 years old, if users under 21 years old then two responsible adults over the age of 25 must be present at all times;
15. For hire periods ending at midnight, where a bar is requested, last orders will be taken at 10:50pm, time will be called at 11.00pm followed by a 20 minute drinking up period; after which all glasses, whether empty or not, will be removed in accordance with the Licensing Laws;

Terms and Conditions of Hire for all Users...continued

16. **Any disco is to finish playing by 11.30pm** and all guests must vacate the premises by midnight. Broadcasting this information, at the appropriate time, would be appreciated;
17. If a request is made by WACA CIO staff to reduce the noise levels the hirer must comply. The staff reserve the right to switch off the electrical supply to equipment and it may not be reinstated;
18. WACA CIO will **not** be liable if equipment is damaged as a result of the above;
19. Smoke or Bubble machines are **not** permitted;
20. Stripograms or similar inappropriate entertainment is **not** permitted on the premises;
21. It is the responsibility of the hirer to ensure that all rooms hired will be used in such a manner so as **not** to interfere with or adversely affect the enjoyment of others using the premises.
22. Smoking is **not** permitted in the building and this includes e-cigarettes.
23. WACA CIO cannot accept liability for loss or damage to personal belongings or vehicles parked in the Centre's car park. All vehicles are left at Owner's Risk;
24. WACA CIO reserves the right to refuse a booking or end a booking without notice, and without incurring any liability to the hirer;
25. CCTV is in operation throughout the building and is for the safety of staff and centre users;
26. Contravention of any of these Terms and Conditions will render any agreement to hire invalid.

Please sign these Conditions of Hire as received and understood, retaining a copy for reference.

Signed by:

Date: