



Westwoods Committee

Chairman:

Cllr. Nick Blades
Malt House
West End, Northleach
Gloucestershire
GL54 3EZ
Tel: 01451 861001
nick.blades@googlemail.com

Westwoods Centre Supervisor:

Brian Crossley
The Westwoods Centre
Bassett Road
Northleach
Cheltenham
GL54 3QJ
Tel/Fax: 01451 861499
westwoods@northleach.gov.uk

The Westwoods Centre, Northleach Conditions of Hire

1. The Hirer shall be responsible for ensuring that all persons attending the function behave in an orderly and responsible manner and that no alcohol shall be consumed by persons under eighteen years of age.
2. All alcohol brought onto the premises by the Hirer is subject to a Corkage fee.
3. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement, and particularly shall not contravene the law relating to gaming, betting and lotteries.
4. The Hirer shall be solely responsible for any breakages and damage to the premises during the period of hire and shall reimburse the Westwoods Committee for any loss caused. The Westwoods Committee reserves the right to charge a Breakages and Damages Security prior to the event.
5. The Hirer shall ensure that the premises are left in a clean and orderly state before the premises are vacated including the removal of all rubbish or will be subject to an additional charge as determined by the Westwoods Committee. **PLEASE ENSURE THAT ADEQUATE CLEANING TIME IS ALLOWED WHEN CALCULATING THE BOOKING TIME.**
6. The Hirer must enter any accident involving injury to a member of the public in the Accident Book available in the Kitchen for this purpose and to report any incident to the management of the Centre as soon as practicable afterwards.
7. Barbecues and Fireworks are only allowed by prior arrangement. Provided that consent is given, the Hirer is responsible for ensuring familiarity with safety equipment on the premises and is fully responsible for any damage caused.
8. The Management reserve the right to cancel any booking in which case the Hirer shall be entitled to a refund of any deposit already paid.
9. The Hirer must pay a deposit amounting to 50% of the full cost before a booking can be confirmed and the balance of the account must be paid at least 14 days prior to the date of the booking.
10. The Deposit is non-refundable and the Hirer shall forfeit any deposit made on cancellation of a booking less than 28 days prior to the event.
11. The agreement of the Westwoods Committee must be obtained before bringing any equipment on to the premises including Bouncy Castles. No form of supervision is provided by the management when brought in equipment is used and the Hirer is wholly responsible for its use. The hirer is also fully responsible should any damage, accident or injury be caused. It is the Hirer's responsibility to ensure the supplier has their own insurance.

12. The decision of The Westwoods Committee is final in any matter regarding The Westwoods Centre.
13. It is the Hirer's responsibility to ensure that parents supervise children at all times.
14. Please ensure that all children are supervised in the garden and kept away from the small river, plants and trees.
15. Children under 7 years of age are not allowed in the kitchen. Children under 15 years of age must be supervised in the kitchen.
16. The Hirer must ensure that any trailing cables or leads are clearly marked and taped down to prevent any trips or falls. The Hirer must provide their own tape for this purpose.
17. The Hirer must ensure that any spills are dealt with quickly. Cleaning items including mops and buckets are available in the kitchen.
18. A ladder is available if needed. The Hirer must ensure that they use it as instructed by the Supervisor and store it away safely. The responsibility of using the ladder safely rests with the Hirer.
19. The Hirer is responsible for returning the rooms used to their original condition. Please stack chairs, tables and staging carefully using appropriate manual lifting techniques. A trolley is available, behind the curtain in Fortey Hall.
20. The Hirer is responsible for ensuring that all fire doors and access points are clear.

I agree to abide by the Conditions of Hire as laid out above.

Name and Date of Event _____

Signed _____ Date _____

Name
(please print) _____