



Westwoods Committee

Chairman:

Cllr. Alan Wellman
Abdale House
High Street
Northleach
GL54 3EU
Tel 01451 861499

Westwoods Centre

Supervisor:

Brian Crossley
The Westwoods Centre
Bassett Road
Northleach
Cheltenham
GL54 3QJ

The Westwoods Centre, Northleach Conditions of Hire

Definitions - For the purposes of these Conditions of Hire:

- **The Hirer** shall mean an individual hirer or, where the hirer is an organisation, its authorised representative
- **The Premises** shall mean The Westwoods Centre and its curtilage
- **The Hire Period** shall mean the period set out in the agreement confirming the booking signed by the Hirer and agreed by the Centre Manager. Some setting up may be allowed before the Hire period or clearing up after the Hire period. This must be agreed with the Centre Manager and is not guaranteed.

1. The Hirer (the person whose name appears below) is the person responsible for the event/function. The Hirer has legal responsibility with regard to the safety of persons assisting and attending the event.
2. 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.
3. All alcohol brought onto the premises by The Hirer is subject to a Corkage fee. Any alcohol consumption must be notified and agreed beforehand.
4. All bookings are at the discretion of the Centre Manager and we reserve the right to request the purpose of the booking particularly with regard to parties.
5. An event cannot continue beyond Midnight unless exceptionally agreed at the time of booking when an additional fee may be charged. A temporary event notice will be required for events extending beyond 11pm if a bar or music is involved. A fee will be charged according to the rates at the time.
6. 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. The maximum capacity of the building is 200 people. To ensure this requirement is met, no ticket sales should be allowed on the door.
7. 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.
8. 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.**

9. 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.
10. Barbecues 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. Fireworks are not permitted.
11. 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.
12. 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 unless agreed otherwise.
13. 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.
14. The agreement of the Centre Manager 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.
15. The decision of The Westwoods Committee is final in any matter regarding The Westwoods Centre.
16. It is the Hirer's responsibility to ensure that parents supervise children at all times.
17. Please ensure that all children are supervised in the garden and kept away from the small river, plants and trees.
18. Children under 7 years of age are not allowed in the kitchen. Children under 15 years of age must be supervised in the kitchen.
19. 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.
20. The Hirer must ensure that any spills are dealt with quickly. Cleaning items including mops and buckets are available in the kitchen.
21. 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.
22. It is the responsibility of The Hirer to ensure that all electrical equipment brought into the centre is PAT tested and in good working order.
23. 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.
24. If in the view of the Centre Manager, additional cleaning is required, this will be arranged and The Hirer will be advised of the cost. The cost of additional cleaning will be invoiced to The Hirer and will require immediate settlement.
25. Any food or drink left over must be disposed of or taken away by The Hirer. The Hirer is responsible for their own insurance with regard to the preparation and consumption of food. Please refer to the legal requirements concerning the preparation of food in our kitchen.
26. The Hirer is responsible for ensuring that all fire doors and access points are clear.

