

SHIRAZ MIRZA COMMUNITY HALL

BOOKING FORM

ORGANISER'S DETAILS

Name:

Address:

.....

.....

Tel No:

Email:

BOOKING DETAILS

Title of Event:

Date: / /

Times: Start: Finish:

Number of People Expected:

Type of Function:

Tables – Number required:

Chairs – Number required:

I have read the Shiraz Mirza Community Hall Terms and Conditions and will ensure these are complied with.

I enclose the sum of £100.00 as the holding deposit together with the hire charge fee for the hours specified.

Signed:

Date:

TERMS AND CONDITIONS OF HIRE FOR SHIRAZ MIRZA COMMUNITY HALL

1. Applications

All applications for hire should be made to the Booking Officer c/o LRH Homes, 12-14 Langley Ave, Surbiton, KT6 6QL, Tel 020 85499090

The Shiraz Mirza Community Hall Trust reserves the right to refuse any application without stating the reason for doing so and reserves the right to impose special conditions should this be required. Every application must state the nature and purpose of the letting for which the facility is required. The Shiraz Mirza Community Hall Trust will have the power at any time and without previous notice to cancel any letting. Accommodation is available at the discretion of Shiraz Mirza Community Hall Trust. The right to use the said facilities are not transferable.

2. Charges

- (a) Charges for the use of the facilities shall be as indicated by the Shiraz Mirza Community Hall Trust that reserves the right to alter, add to, omit or vary the said charges.
- (b) An additional fee is payable by the Hirer for each hour or part of an hour that the said facilities are retained by the Hirer from the expiry of the contractual period until the Hirer has returned control thereof to Shiraz Mirza Community Hall Trust ready for use by a subsequent Hirer. The additional fee is calculated pro rata to the total fees paid or payable for the contractual period to the nearest complete hour.

3. Payment

- (a) Block bookings: on return of the signed contract, the Hirer shall enclose either (i) the full amount due or (ii) the first month's payment (as appropriate). Where payments are made on a monthly basis, these shall be paid monthly in advance for the duration of the booking.
- (b) Single bookings: on return of the signed acceptance sheet, the Hirer must enclose the full amount due. The contract document shows the amount of the basic hire charge and any additional hire charges that shall be paid by the Hirer. A returnable deposit of £100 is also required and will be forfeited if the hall is left in an unreasonable condition, damaged or the function unreasonably over-runs its exit time. This is at the discretion of the Shiraz Mirza Community Hall Trust and is not negotiable. **The hirer will be responsible for ensuring that the hall is left neat and tidy after use, and that any rubbish is removed and spillages cleaned up.**
- (c) The said contract, the appropriate payment and any relevant insurance policy (if required) must be sent to: Booking Officer, c/o LRH Homes, 12-14 Langley Ave, Surbiton, KT6 6QL as soon as possible. Provided that all documentation prove appropriate, written acknowledgement will be forwarded to the Hirer whereupon the booking is confirmed, subject to the remaining conditions contained herein. The Hirer must contact the Booking Officer by telephone on 020 85499090 at least five days prior to the event to ensure that all arrangements are confirmed.

4. Cancellation

- by the Hirer
- Block bookings: in the case of a cancellation of a block booking, the Hirer shall pay to the Shiraz Mirza Community Hall Trust the full amount of the basic hire charges together with any other losses incurred, unless 21 days' notice is given in writing.
- Single booking: in the case of cancellation the Hirer will reimburse the Shiraz Mirza Community Hall Trust for any losses incurred, including loss of letting income and at the discretion of the Shiraz Mirza Community Hall Trust may forfeit the said deposit.
- by the Shiraz Mirza Community Hall Trust
- The Shiraz Mirza Community Hall Trust reserves the right to close or prohibit the use of any of the said facilities at their discretion. Any amounts paid by the Hirer in respect of a booking cancelled in respect of or in accordance with this condition will be refunded but the Shiraz Mirza Community Hall Trust will not be liable for any other expenditure incurred, or loss sustained, directly or indirectly by the Hirer, arising from the cancellation.

5. Admission

The Shiraz Mirza Community Hall Trust reserves the right at its absolute discretion to refuse the admission or to evict any person from the facility. The Shiraz Mirza Community Hall Trust reserves the right of entry to any of its employees and trustees at all times to the facility hired.

6. Users Regulations

The hirer is responsible for the control of all persons and parties who are admitted to the facility and that they conform in all respects to the regulations governing the use of the facility. The Hirer should also ensure that noise is maintained at a reasonable level so as not to cause disturbance and nuisance to residents in the vicinity, particularly during hot weather when windows and doors may be open.

7. Indemnity

- (a) The use of the facility is at the Hirer's risk and the Hirer shall indemnify the Shiraz Mirza Community Hall Trust against any liability incurred towards any third party or parties arising out of or incidental to the hire of facilities or equipment and due to the negligence or default of the Hirer or persons of parties under his control. The Hirer shall, if required by the Shiraz Mirza Community Hall Trust, adequately insure with an insurance company approved by the Shiraz Mirza Community Hall Trust, against the foregoing and produce evidence thereof on demand.
- (b) The Shiraz Mirza Community Hall Trust, its employees or trustees, shall not be responsible for any loss or damage, whether direct, indirect or consequential to any property suffered or sustained at the facility unless such loss or damage occurs as a result of the defective state of repair of the premises or the equipment at the facility.

8. Capacity

The maximum number of people admitted to any function in the Hall is 120.

9. Structural Alterations

The hirer shall not carry out any alterations to the building, nor fix or cause to be fixed any apparatus, equipment, notice or decoration without the previous written permission of the Shiraz Mirza Community Hall Trust.

10. Animals

No dogs, except guide dogs for the blind, or any other animals will be admitted to the facility without the previous consent of the Shiraz Mirza Community Hall Trust

11. Maintenance of Good Order

The Hirer shall at all times be responsible for the maintenance of good order and shall provide efficient stewarding at entrances and exits all times to deal with an emergency and to ensure that maximum numbers are not exceeded at any time. The entrance passage shall be used only for the purpose of entering and leaving the hall and shall be kept clear while the meeting etc is in progress.

12. Damage

The Hirer agrees to pay the Shiraz Mirza Community Hall Trust on demand the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hiring.

13. Entertainment

Lettings for music dancing or stage plays are permissible only if the entertainment is for a closed organisation or where admission is by invitation. All other entertainments are classified as public entertainments and there exists a statutory requirement that the building must be licensed. Since premises do not conform with the regulations governing the issue of licences, lettings for public entertainments can not be approved. The hirer is advised to ensure that only members or persons specially invited are admitted to any entertainment.

14. Gambling

No collection, games of chance, sweepstakes or lotteries nor any betting may be conducted on the premises without the prior consent in writing of the Shiraz Mirza Community Hall Trust.

15. Broadcasting

No hirer shall grant sound or television broadcasting or filming rights without the prior written conditional consent of the Administration Officer. If such conditional consent is given the Shiraz Mirza Community Hall Trust reserves the right to be a party to any negotiations and to the terms and conditions of any agreement reached between the Hirer and any third party or parties and to share any income and publicity derived therefrom.

16. Photographs

No cameras or other photographic apparatus may be brought into the facility for commercial purposes without written permission of the Shiraz Mirza Community Hall Trust.

17. Smoking

Under no circumstances will smoking be allowed. If the fire alarms are activated due to non-compliance with this condition whilst the hall is in use, then the hirer will be charged an additional £45 to cover costs.

18. Use of Hazardous Materials

Hirers should not bring on to the premises any hazardous materials such as compressed gas cylinders, paraffin heaters etc.

19. Car Parking

The hirer shall ensure that persons using the premises park only in the 4 parking spaces provided or elsewhere near to the premises as long as this does not cause obstruction to roads and accessways or the use of private parking spaces allocated to other businesses or organisations in the surrounding area.

20. Exciseable Liquors

Intoxicating drink will only be allowed on the premises provided that prior permission has been obtained from the Shiraz Mirza Community Hall Trust and that child or youth activities are not taking place. In addition a licence must be obtained from the local Magistrates or relevant body if intoxicants are to be sold on the premises and a copy of the Magistrates licence must be shown to the Shiraz Mirza Community Hall Trust before the hiring takes place.

21. Vacation of premises

No letting shall continue beyond 11:00 pm without written permission of the the Shiraz Mirza Community Hall Trust.

No equipment or furniture other than that already provided in the Hall may be used or left on the premises without the prior authority of the the Shiraz Mirza Community Hall Trust. **The hirer will ensure that any item of furniture used is returned to its original position. The hirer will be responsible for ensuring that the hall is left in a neat and tidy after use, and that any rubbish is removed and spillages cleaned up.**

Shiraz Mirza Community Hall Trust

Hire Charges

Daytime up to 6:00pm
Evening from 6:00pm
All charges are per hour

Monday to Thursday	Non- Commercial	Commercial
Daytime (minimum 2 hours)	£10.00	£20.00
Evening (minimum 2 hours)	£15.00	£30.00
Friday		
Daytime (minimum 2 hours)	£10.00	£20.00
Evening (minimum 4 hours)	£30.00	£50.00
Weekends and Bank Holidays		
Daytime (minimum 2 hours)	£20.00	£40.00
Evening (minimum 4 hours)	£30.00	£50.00

Hire Charges Effective From 1/11/03