

**TRINGHAM HALL
BENNER LANE, WEST END, GU24 9JP**

01276 857 307



REGULATIONS AND CONDITIONS OF HIRE 2024

- Tringham Hall is available for hire by individuals and organisations for adult and children's parties; conferences; sports and exercise such as badminton, bowls, and fitness activities; dog training, pre-school; film shows; theatre productions and many other activities.
- The premises are limited to a maximum of 300 persons at any one time and are licensed for music, singing and dancing in pursuance of the Licensing Act of 2003.
- The Management Committee reserve to itself and other authorised persons right of entry at all times.
- All enquiries for booking the hall should be addressed to the hall's resident caretaker on 01276 857307.
- The person signing the booking form must be 21 years of age or over and shall be deemed to be the "Hirer" and agrees to be responsible for the due observance of these regulations and conditions.
- Under no circumstances is the Hall to be used for any other event than that shown on the booking form or agreement.
- A booking fee of at least 25% must be paid on booking.
- At least 14 days' notice in writing must be given in the event of the cancellation of any booking; otherwise, the deposit will be forfeited.
- The balance must be paid 14 days in advance of the event, or on booking.
- For wedding receptions, discotheques, and private parties an additional deposit of £200 must be paid at least 14 days before the event.
- This deposit will be refunded in full, provided the premises (inside and outside) have been left in a clean and tidy condition and there is no damage to the premises or its contents.
- If the deposit is in the form a cheque it will not be banked and can be collected at the conclusion of the event or will be destroyed by the caretaker.
- Sales of alcohol shall NOT take place anywhere on the premises unless the appropriate Licence has been obtained by the Hirer. A copy of the licence should be presented to the hall representative (caretaker or key holder) on arrival.
- A fully equipped kitchen is available for use by all hirers
- The kitchen hatch MUST be used for the sale and serving of all liquid refreshments.
- FIRE EXITS MUST BE KEPT CLEAR AT ALL TIMES (inside and outside).
- Fire equipment (extinguishers, water, and sand buckets etc.) must NOT be moved or used for any purpose except for the purpose for which they are provided.
- Any fire extinguisher let off unnecessarily will be charged to the Hirer at the current rate.
- The emergency lights must not be extinguished: any total failure of the lighting system must be reported immediately to the caretaker.
- Hirers must be aware of the exact location of fire exits and extinguishers.
- All Hirers are responsible for ensuring that no excessive noise or disturbance is caused by their use of the premises. Particular attention must be paid to ensuring that those people leaving the premises do so as quickly and quietly as possible.

WEST END VILLAGE HALL MANAGEMENT TRUST (TRINGHAM HALL)

- Hirers using the premises for a discotheque, or the like, must ensure that they will have at least 8 adults on the premises, including the building surrounds, during the whole time that the event is in progress, and for at least 20 minutes after the end of the event. Failure to comply may result in the loss of the deposit and will result in the refusal of any subsequent booking.
- On leaving the hall after an event all rooms must be left in a clean and tidy condition and all rubbish taken away
- All electrical apparatus including lights and kitchen appliances must be switched off. Failure to do so may result in the Hirer being liable for the extra electricity consumed.
- Any decorations, equipment, food, jumble etc must be removed.
- Any notices placed on the notice boards must be removed – any notices already on display must not be covered and must be left intact and not defaced.
- Tables and chairs should be returned to their original locations
- Under no circumstances may decorations, other notices, posters etc. be fixed to any part of the premises without permission.
- Equipment belonging to organisations or individuals is at the owner's risk while using the Hall, and no such equipment etc. is to be left on the premises after the period of hire has ceased unless agreed by previous arrangement.
- Bouncy castles can be used but will require suppliers or hirers accident insurance. When relying on the supplier's insurance a representative of the supplier must be present at all times that the bouncy castle is in use.
- The West End Village Hall Management Trust will not be responsible under any circumstances in respect of loss, accident, damage, to personal property or injury that may occur whilst persons are on the premises.
- Discotheque lighting and smoke machines are permitted on the stage ONLY.
- Electrical equipment brought into the Hall must have been PAT tested within the last 12 months.
- Any damage caused to the Hall using unauthorised equipment will be charged to the Hirer.
- No alterations or additions may be made to the buildings or the contents, or to the electrical or water services or equipment.
- Motor vehicles and bicycles are parked at the owner's risk in the car park.
- All vehicles must be properly parked, not obstructing the outside doors of the Hall or the Sports Pavilion or on any grassed areas.
- The Management Committee reserves the right to refuse to accept bookings or to cancel any booking at any time prior to the commencement of the event.
- They also reserve the right to stop any event in progress if in their opinion the premises are not being used in an orderly fashion.
- Any damage to the premises or the contents must be promptly reported to the Caretaker, failure to do so will render the Hirer liable for all repairs and replacements.
- The Hirer will be required to pay for all repairs and/or replacements.
- Failure to ensure that the doors and/or windows of the premises are securely shut will result in the Hirer being liable for any resultant damage or loss.
- A copy of the Regulations and Conditions for Hire, together with the list of charges is to be given to each prospective Hirer, together with a confirmation of booking form.

West End Village Hall Management Trust – January 2024