

# STANDARD BOOKING CONDITIONS

## General

1. No bookings of the Shiplake Memorial Hall (SMH) are permitted for Teenage Discos, except with the written permission of the Management Committee.
2. The Hire Period must include time for set up and clear down, including cleaning and any time required to set out and clear any chairs and tables. Hirers shall not use (and may not have access to) the SMH outside the booked period.
3. Hirers should not be in the SMH outside the Hire Period – any occupancy of the SMH outside the Hire Period may result in additional charges.
4. The details of the hire requirement and the hire charges will be recorded in a Booking Schedule. The Booking Schedule may be changed by mutual consent to reflect any agreed changes in requirement or charge after the booking has been confirmed (see paragraph 5 below).

## Status of Booking

5. All bookings are provisional only, until
  - a) the Hirer has paid 25% of the Hiring Fee
  - b) the Hirer has confirmed acceptance of these Standard Booking Conditions, the Booking Schedule, the Standard Conditions of Hire and any Special Conditions that may apply, and
  - c) the Hirer has been advised in writing or by e-mail that the booking is confirmed.
6. The hall and facilities will be reserved against a provisional booking for a period of 14 days from the initial enquiry, or such other period as may be agreed between the Hirer and the Bookings Manager. If the booking is not confirmed within this period then the Management Committee reserves the right to offer the facilities of the SMH during the requested hire period, or any part of it, to another hirer.
7. If the published hire charges change before a booking is confirmed then the revised charges shall apply to the booking.

## Payment

8. A non-refundable Booking Deposit of 25% of the Hiring Fee must be paid before the booking is accepted as a Confirmed Booking. Full payment, together with the required damage deposit, (see notes 13 to 15 below) is due 14 days before the date of the event.
9. Payment should be made by cheque – payable to SHIPLAKE MEMORIAL HALL - or by transfer to the Hall's Bank account as follows:

Account Name:	Shiplake Memorial Hall
Sort Code:	20-65-20
Account Number:	73576914

## Cancellation

10. Cancellation of Confirmed Bookings more than 28 days before the Hire Period is due to commence will incur no further charge (though the Booking Deposit will not be refunded).
11. Cancellation of a booking within 28 days of the Hiring date will incur a further charge of 25% of the Hiring Fee.
12. If the Management Committee are able to find another hirer for the booked facilities and hire period then, at the Management Committee's sole discretion, part or all of the payment in 11 above may be waived.

## Damage Deposit

13. Hirers shall pay a Damage Deposit at least 14 days prior to the start of the Hire Period.

14. The Damage Deposit will be refunded within 28 days of the termination of the Hire Period provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the SMH about noise or other disturbance during the period of the hiring as a result of the hiring.
15. If there are any payments outstanding, or if there are any additional charges due as a result of a change in the facilities required or of occupation outside the Hire Period, the Management Committee shall be entitled to deduct these outstanding payments or charges from the Damage Deposit.

### **Licensing**

16. The SMH has a Premises Licence authorising the following regulated entertainment and licensable activities during the hours of 0900 to 2330 Mon-Sat:
  - a) The performance of plays
  - b) The performance of live music
  - c) The playing of recorded music (see paragraph 18 below)
  - d) The performance of dance
  - e) Making music, dancing or similar entertainments
  - f) The provision of hot food/drink up to 2300
  - g) The sale of alcohol (see paragraphs 19-22 below)
17. If the Hirer proposes to undertake an activity or entertainment not covered by the SMH's Premises licence then it is a condition of hire that the Hirer has or will obtain a relevant licence.

### **Recorded Music**

18. The SMH holds a licence with the Performing Rights Society (PRS) for the performance of recorded music. To avoid double payment of fees to the PRS, if the Hirer holds a PRS licence then this shall be notified to the Management Committee and the activity shall be deemed to have been covered by the Hirer's PRS licence.

### **Sale of Alcohol**

19. The SMH has a licence for the sale of alcohol between the hours of Mon – Thurs 1800-2200; Fri – Sat 1800-2300. This licence is restricted to local organisations approved by the Management Committee.
20. A charge will be made each time the SMH's alcohol license is used.
21. Approved local organisations wishing to sell alcohol outside the hours of the SMH's alcohol license must issue a Temporary Event Notice (TEN) to South Oxford District Council (SODC).
22. All other hirers wishing to sell alcohol must issue a TEN to SODC. The Hirer shall obtain the written consent of the Management Committee before giving the licensing authority a TEN.

### **Data Protection**

23. Shiplake Memorial Hall uses personal data solely for the purposes of managing hall bookings, finances, events and publicity. This information will not be passed to other groups or organisations.