



# NEWBURY & THATCHAM HOCKEY CLUB

## HIRE AGREEMENT

The clubhouse comprises of a large wheelchair accessible open-plan area suitable for dining, dancing, exercising and more! There is a licensed bar and operational kitchen with cooker, microwave, hot water urn, crockery and cutlery.

The clubhouse is serviced from the main Henwick Worthy car park, which provides over 100 parking spaces, along with bicycle parking.

The clubhouse has a floor area of 15.5m x 10m and can accommodate up to:

- 150 people for a party
- 100 people for a meeting (set as a lecture and subject to availability of chairs)
- 64 people seated at tables

The normal operating hours of the clubhouse are 10:00 until 22:30. Late night extensions until 00:00 are **sometimes** available but are limited in number and need prior approval – if required please discuss this with the bookings officer as soon as possible.

The clubhouse is not available for hire on Tuesday, Wednesday or Saturday evenings from the beginning of September though to the end of April due to use by club members for training, meetings and matches.

For more information or to enquire about a booking, please contact Sara Dutfield via email [sara\\_appleton@hotmail.com](mailto:sara_appleton@hotmail.com) with the following information:

Name:	
Your address:	
Phone Number:	
Email Address:	
Date Required:	
Time (from and to):	
Event (e.g. 30 <sup>th</sup> birthday party):	
Number of people attending:	
Bar required (yes/no):	
Kitchen required (yes/no):	

**Hire Rates** (all rates are quoted per hour and include setting up before and cleaning up afterwards). Please note that the hirer should leave the clubhouse as they found it.

- **£12 per hour for the room only (without use of the kitchen or the bar):**
- **£15 per hour for up to 50 people for the room and either the kitchen or staffed bar:**
- **£20 per hour for more than 50 people for the room, kitchen and staffed bar:**
- **£50 per hour for the room, kitchen, staffed bar and door staff (the need for door staff will be at the discretion of the bookings officer and discussed at the time of bookings being made).**

All bookings including the bar will require a deposit of £100 in case of breakages, damages or cleaning costs, which will be returned at the end of the booking unless required. Bookings for the room only without the bar will require a deposit of £50.

To request a booking, please complete the above section and sign below to confirm agreement to the Standard Conditions of Hire (set out below) together with the duplicate copy, then please return one copy to Sara Dutfield, Bookings Officer (via email [sara\\_appleton@hotmail.com](mailto:sara_appleton@hotmail.com) or by post to 1 Coldsteam Way, Thatcham, Berkshire, RG19 4PS) retaining the other for your records. You will receive confirmation regarding the availability of the clubhouse within 7 days of receipt of the completed information.

**I accept the Standard Conditions of Hire and agree to be bound by the associated terms and conditions.**

**Signature .....**      **Date: .....**

## **STANDARD CONDITIONS OF HIRE**

(If the Hirer is in any doubt as to the meaning of the following, the Bookings Officer should be immediately consulted).

1. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behavior of all persons using the premises whatever their capacity.
2. THE HIRER will be responsible for the adult supervision of Parties or Events arranged exclusively for young people under 18 years of age and must remain in the Clubhouse during the period of the booking.
3. The bookings officers and clubhouse committee reserve the right to require the presence of door staff at any private event. The requirement for door staff will be conveyed to the HIRER at the time of booking and will be arranged by the bookings officer in accordance with standard rates of hire.
4. THE HIRER shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of liquor thereon without the permission of the Committee.
5. Permission for the consumption of alcohol will not be granted for Parties or Events arranged exclusively for young people under 18 years of age.
6. THE HIRER shall be responsible for obtaining such licenses over and above the premises license for the clubhouse.
7. The HIRER shall be responsible for ensuring that any electrical equipment brought into the venue has an up to date Portable Applicant Test Certificate to ensure its electrical safety. Any equipment found to be without a PAT certificate will be disconnected from the mains and will not be allowed to be reconnected until such time as an appropriate PAT certificate has been provided.

8. A DEPOSIT will be required to be paid by the Hirer to the Bookings Officer when confirming a booking. The deposit will be repaid to the Hirer less the cost of rectifying any damage caused, breakages or requirement for additional cleaning to the premises and/or contents thereof during the period of the hiring as a result of the hiring. The Hirer will still be liable for the full cost of any damage caused, if the cost of the rectification exceeds the deposit paid.
9. If the HIRER wishes to cancel the booking less than 24 hours before the date of the event and the Committee is unable to conclude a replacement booking, the question of payment or repayment of the full fee shall be at the discretion of the Committee.
10. At the end of the hiring, the HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents, temporarily removed from their usual positions, properly replaced, otherwise the Committee shall be at liberty to make an additional charge.
11. THE COMMITTEE RESERVES the right to cancel this hiring in the event of the Clubhouse being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a full refund of any deposit already paid.
12. In the event that the Clubhouse or any part thereof is rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever. Arrangements to view the clubhouse prior to confirming a booking should be made through the bookings officer.

## **HEALTH AND SAFETY CONDITIONS FOR HIRE**

This section pertains to the SAFETY of all HIRERS and hence should be read and followed by **ALL** users.

- a. The Hirer is responsible for the safety of those present.
- b. The Hirer will control the attendance numbers to ensure that the Clubhouse capacity is not exceeded (150 standing, 100 seated or 64 seated at tables)
- c. It is the hirers responsibility to ensure
  - o That Fire exits are not blocked
  - o That there is a clear gangway to the fire exits at least 1.05m wide
  - o That the aisles between tables are at least 0.8m

## **EMERGENCY FIRE NOTICE**

The clubhouse has a fully functional fire alarm which will sound automatically in the event of a fire of excessive smoke within the clubhouse or kitchen area. In the event of the alarm sounding the clubhouse should be evacuated in an orderly manner via the fire exits and the front and rear of the building.

The fire assembly point is within the car park to the east of the building.

In the event of a fire the appropriate emergency services should be contacted and the on-site manager and bookings officer made aware of the incident. It is the responsibility of the following persons to make such calls:

- The Hirer when no bar staff are present
  - The bar staff when present
- a. At the commencement of the event the Hirer should advise all present of the position of the emergency exits. He/she should advise that in any incident requiring evacuation of the building, after leaving the building people should move away from the vicinity of the exit to allow free passage for all others following.
  - b. Any seating or table arrangements **MUST NOT BLOCK THE FIRE EXITS**, and should leave a free direct passageway to the exit, and must be arranged so that clearly identifiable gangways are provided.
  - c. The Hirer will ensure that noise is kept to an acceptable level and that there is no unacceptable disturbance to the occupiers of neighboring properties.
  - d. It should be noted that the Clubhouse is a **NO SMOKING** premises.

- e. When persons in wheelchairs or other disabled persons are in attendance the Hirer should ensure that adequate measures are taken to enable such persons to evacuate the building in an emergency, in a manner which is safe, without undue delay, and does not cause obstruction to the other members of the public using the premises.
- f. Any queries concerning the Health & Safety conditions should be taken up with the bookings officer.