

Application to Hire New Avenues Social Club Hall

Title:	New Avenues Social Club Hall Hire
Chairperson and Booking Clerk	Mr Nigel Newton (Chairperson)
Contact Details	theavenuesclub@gmail.com or mobile 01708765711

This agreement is made on date show between the governors of New Avenues Social Club Hall and the hirer named below whereby in consideration of the sums mentioned in section (3) the committee agrees to permit the hirer to use the premises (4) for the purpose (5) and for the period said mention in section (6)

(2) Hirer/Organisation Full Name	
Postcode	
Address	
Contact Number	
Email address	

(3) Hiring Fee	
Deposit Required on reservation. The Booking will only be provisional and subject to rehire if the deposit is not paid at booking	£50.00
Total	

For cancellations please refer to the cancellation policy on page 4

(4) Hiring the Main Hall Y/N	
Hiring the Small Room Y/N	

(5) Purpose of hire	

(6) Date Required:	
Time From	
Finish Time	

The Hire charge will be payable 28 days prior to the date of the booking (Or at the time of booking if less than 28 days for booking request) The Deposit will be refunded within 28 days following the hire. The hirer agrees with the committee to observe and perform provisions and stipulations contained or referred to In the Conditions of Hire as attached. The hirer acknowledges understanding of this agreement.

Signed: _____

Dated: _____

It is a condition of hire and a legal requirement that you sign below to confirm you have read and understood the New Avenue Social Club Fire and evacuation procedures

Signed: _____

Dated: _____

CONDITIONS OF HIRE

1. No more than a MAXIMUM of 120 people are allowed in the Hall at any one time. 80 people seated is a recommended comfortable maximum.
2. There is NO TELEPHONE in the Hall. A mobile telephone is required at all times in case of an emergency.
3. At no time should Fire Exits be blocked or obstructed. The Hirer is responsible for familiarizing and understanding the Fire Safety Notices. Fire Assembly point is on the corner of Forth Avenue and adjacent to Premier Shop.
4. It is extremely important that all users respect local residents with regard to noise levels from both the users of the Hall and any hired music. Strictly no music after 23.45 p.m. (Failure to keep noise levels down may jeopardise our Licence and future bookings of the Hall).
5. Unless the event is one where participants can 'bring your own alcohol' a licence number must be provided before the final booking can be confirmed. This will include both honesty bars and 'sales' using 'every raffle

ticket wins a drink' system or anything similar. Please ensure there is no underage drinking. It is the hirer's responsibility to notify the Booking Secretary of the Licence Number.

6. Fireworks are not allowed.
7. No confetti is to be used inside or outside of the hall.
8. Under all circumstances any damages or breakages should be reported immediately to the Booking Secretary or the Bar Staff. These will be paid for by the hirer.
9. NO Sellotape, Blue Tac or similar to be applied to the walls. This action will result in loss of deposit.
10. At the end of the event, please ensure the following: -

The Hall should be thoroughly tidied and left as found, including the toilets.

All rubbish is emptied into the outside bin.

All tables should be wiped, chairs and equipment returned to their original position.

All party decorations to be removed at the end of the hire.

All lighting and any electrical appliances used, to be switched off.

Secure all windows and doors at the end of the hire.

11. It is the Hirers responsibility that all electrical equipment brought onto the premises complies with current safety standards, i.e. P.A.T. tested.
12. The Hirer is responsible for ensuring adequate Public Liability insurance for all activities.
13. The Hall is a non-smoking building, there is a smoking area outside the front of the Hall.
14. The fire exits should not be opened at any time unless there is a need to use in an emergency.

Thank you for your co-operation.

THE CHAIR PERSON AND BOARD OF GOVERNORS OF NEW AVENUES SOCIAL CLUB.

Hire Tariffs (Large & Small Hall)

Mon-Thurs 6pm-6pm Fri-Sun

Private Hire (Non-Members)	£15.00hr	£170.00
Regular Users* (Members)	£50.00	£50.00
Affiliated Groups	£6.00hr	£8.50hr
Childs Birthday Party (for 3hrs)	£50.00 total	£100 total
Meeting room/small hall for others users		£5.00hr
Meeting room to seat 12-14. Affiliated Group		£3.50hr
Returnable deposit to be paid with all bookings		£50.00

All rates include tables and chairs

Childrens Parties Charges:

Monday to Friday 3 hour max duration (Must finish before 6pm)

Saturday or Sunday 3 hour max duration (Must finish before 6pm)

Any party planned to finish after 6pm will not be classed as a children's party and be charged at the appropriate rate.

*Regular users are those who use the Hall on a weekly/monthly basis as agreed in advance.

Hire rates for Bank Holidays and Special dates to be agreed with the Governors.

To book the hall please phone the booking secretary on 01708 765711 or visit our website.

www.newavenuessocialclub.com

All cheques to be made payable in person to New Avenue Social Club

Payments in cash and by card are also accepted in person.

FIRE EVACUATION PROCEDURE.

New Avenue Social Club

The named person hiring the hall is also responsible for being the fire marshal for the period of the hiring. It is also their responsibility to ensure all of the

occupants are aware of the procedure for evacuating the hall if the need arises. We suggest this is done at the commencement of the event when guests have arrived. In the event of a need to evacuate the hall, the fire marshal will;

- Ensure the building has been evacuated, provided it is safe to do so
- Complete a roll call to ensure everyone is accounted for and to
- Liaise with the emergency services.

In the event of a fire or the alarm sounding during your hiring of the hall the occupants must follow the evacuation procedure below;

- 1) Identify the safest point of exit, either via the front door or either of the fire doors at the rear of the building. If you choose the rear exits turn right and follow escape route through the gates out to the safety of the car park. Ensuring that everyone has left the building.
- 2) **DO NOT ATTEMPT TO COLLECT PERSONAL EFFECTS AND BELONGINGS, LEAVE THE BUILDING IN A SAFE AND SENSIBLE MANNER**
- 3) Ensure that someone has called the emergency services 999
- 4) Assemble at the fire assembly points at the corner of Forth Avenue adjacent to Premier Store.
- 5) Complete a roll call to ensure that everyone is accounted for.
- 6) Wait for the fire service to arrive do not attempt to go back into the building until you are told it is safe to do so.

Cancellation Policy

Confirmed booking

Once agreement to the Booking Confirmation Form has been accepted and the deposit paid, the Hall (or the part of the Hall) will not be hired out to any other user at that time without the prior agreement of the hirer. A booking confirmation will not be accepted without the deposit.

Deposit, a deposit of £50 is required on making the booking; this will be held as the security deposit. The balance (the hire cost) will be due at least 28 days before the event (Or at time of booking if less than 28 days for booking request). If you cancel between the deposit being paid and 7 days before hire fee due date, the deposit will be refunded within 28 days. The security deposit will be held until after the event and returned, providing no damage or extra cleaning is required and the Hall has been left in a clean and tidy condition. If the balance of the hire fee is not received by the due date the New Avenue Social Club management Governing Body reserve the right to reallocate the slot to another hirer and the deposit repaid. Notwithstanding the NASC will be as flexible as possible with regards to booking modifications.

Failure to pay the full hire fee by the due date may lead to a cancellation of the booking.

The New Avenue Social Club reserves the right to cancel a booking by written notice in the following circumstances:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- the New Avenue Social Club Committee reasonably considering that
- such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements
- unlawful or unsuitable activities will take place at the premises as a result of the hiring
- the premises becoming unfit for the use intended by the hirer or unscheduled emergency repairs or refurbishment
- an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the hirer shall be entitled to a refund of any deposit already paid, but the New Avenue Social Club shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

Cancellation of a one off booking - Once the balance has been paid then the following cancellation policy applies: Cancellation between payment of balance and 21 Days before 25% retained for admin costs the rest returned to you. Cancellation between 21 and 7 days – 50% of hire charge retained and 50% returned to you. Cancellation less than 7 days – 100% hire charge retained

Regular Bookings: For established Hirers, the Management Committee may waive the requirements for a surety and advance payments but reserves the right to give one months' notice if the hall is required for another event.

Cancellation of Established booking: If the regular Hirer does not require the hall for a booked session, no refund will be made or the fee will be charged unless 7 clear days notice of the cancellation has been given.