

WALPOLE PARISH FOUNDATION RECREATION TRUST (WPFRT)

Charity Number 267815

Walpole
Community
Centre

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Centre

Terms & Conditions

(Updated March 2025)

Bookings:

- **Booking to be made online via our website. Bookings must be completed and accepted by our booking clerk. You will be notified if/when the booking has been accepted.**
- **Outstanding balance as per invoice must be paid in full 30 days prior hire date.**
- **£100.00* returnable breakage / cleaning deposit will be returned to you no later than seven days after a satisfactory inspection of the premises.**
- **All functions must cease at the time stated when booking, failure to do so may incur extra costs unless agreed with the person opening/closing the centre on the day.**
- **Payments to be paid online via card or via BACS please.**

Terms and conditions for Hirers

- The Community Centre Committee accepts no liability for accidents, loss or damage to any persons, either hirers or their guests, attending the centre, or their property. The hirer shall indemnify the said Committee against such claims.
- Hirers must be aged 21years+
- **The hirer must apprise themselves of the fire procedure and location of break glass alarms and fire extinguishers/blankets at the commencement of the period of hire. The hirer to make sure the outside gates are unlocked for means of fire escape.**
- The hirer shall be responsible for the maintenance of good order and decency and shall provide adequate supervision for the orderly conduct, admission and departure of persons attending.
- Hirers shall be responsible for all damage whether accidental or otherwise to the centre and/or fixtures, furnishings and fittings. A separate invoice will be sent to cover any damage caused by the hirer or their guests. Nothing whatsoever shall be attached to the premises by the hirer without prior consent from the Committee.
- When the bar is required, it will close half an hour before the function ends. If the function becomes unruly the discretion of the bar staff will be used as to whether the bar should be closed either temporarily or permanently on the day.
- Only alcohol purchased at the bar may be drunk on the premises when the bar is in use. Alcohol may only be supplied to guests if a designated licensed person is on the premises, whether the bar is open or not. No ID no alcohol.
- Representatives of the Committee reserve the right of access at all times when the hall is hired out. They also have the right to eject any persons and/or terminate the booking in the event of excessive noise or any other nuisance how so ever caused if complaints are received.
- The times asked for and entered on the booking form must be strictly adhered to, unless written consent has been obtained to vary them from the Committee. It is up to the hirer to make sure their guest/family leave on time and quietly so as not to disturb the neighbours.
- No smoking is allowed on the premises, designated outside areas are available for this purpose.
- No naked flames are to be used on the tables due to fire regulations.
- The hirer is responsible to ensure that no confetti or similar material is thrown or deposited anywhere inside or outside of the premises by any member of their party or any persons on the premises with them.
- **It is the hirer's responsibility to ensure that the premises are left in a clean and tidy condition and all waste is removed unless payment has been made to use the wheelie bin. Proper use of the appropriate cleaning materials and equipment is essential at all times.**
- **The hirer must remove all sticky tape, Blu tack or any other fixing used to decorate the hall, charges will be applied if not completely removed.**

Walpole Community Centre, Summer Close, Walpole St. Andrew, Wisbech, Norfolk, PE14 7JW
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- The caretaker/representative at the time, as the authorised representative of the Centre's Committee is responsible for the good conduct of the hirer and the well-being of the premises at all times and the hirer must accept any decision made by him/her in this connection.
- The hirer must ensure the main entrance door is closed at all times as any damage or loss caused by trespassers will be at the hirer's expense.
- WPFRT Risk Assessments must be followed at all times when using our appliances
- The hirer is responsible for any safeguarding duties and DBS checks needed for the running of their event.
- The hirers must have adequate insurance and risk assessments when/where applicable for their event.

Booking Consent:

When making a booking you accept and agree to:

I the undersigned hereby confirm that I have read and understand and agree to abide by the Terms and Condition of Hire, as laid down by the Walpole Community Centre Management Committee, a copy of which has been provided to me as the 'Responsible Person'.

I the undersigned hereby confirm that I have read and understood the Privacy Notice received with this booking form and agree to my Data being collected to enable the processing of my booking.

Personal Data Storage and Processing: - GDPR

I understand that the lawful basis for data collection is of legitimate interest.
The Walpole Community Centre only store and process my personal data to enable bookings to be processed and hall users to be contacted should the need arise.

I understand that The Walpole Community Centre collect my Data which may only be stored with the consent of the individual which will be kept on file.