

Linden Hall, Linden Road
Hampton. TW12 2JG

Tel: 0208 941 2373

Email: jhobdell@lindenhall.org.uk



Linden Hall
Community Centre

Hall Hire Terms & Conditions

BOOKING GUIDELINES & PREREQUISITES

AVAILABILITY: The Main Hall with adjacent Lounge and Kitchenette are available to book on Saturdays and Sundays only between 12:30pm and 11:00pm. Time slots can only be booked in multiples of one hour blocks starting on the hour or half past the hour.

CHARGES: Weekend hall hire is **£25 per hour** and includes the main hall and use of the kitchenette in the small hall plus male, female and disabled toilet facilities.

EVENT TYPE & ATTENDEES: Please indicate the approximate number of people attending and the type of event you are booking.

SET-UP & CLEAR-UP: Please allow time for setting up and clearing up within your booking time slot. The hall must be **vacated by 11pm**.

CONTACT DETAILS: Please provide a valid name, phone number and email to receive notifications and in case we need to contact you.

DEPOSIT: The booking isn't confirmed until the deposit is paid. **A deposit of £100** against breakages is required to secure the date. The deposit is refundable in full if the hall is left in good order. In addition, the cost of hiring the hall is payable 5 working days before the hire date.

HALL ACCESS: A Keyholder will arrive to open the hall at the time booked and will check the hall and lock up at the end of the hire period. All rubbish must be bagged and taken home by the hirer.

Linden Hall Community Centre Limited, A company limited by guarantee.

Registered in England No.7322684. Registered charity No. 1148428

Registered Office: Linden Hall, Linden Road, Hampton, Middlesex TW12 2JG



USAGE TERMS AND CONDITIONS

- The date of hire is only confirmed once the cash deposit is paid
- The hire charge must be paid 5 working days before the date of hire
- Bookings must be made at least a week in advance.
- The number of people in the hall must not exceed 80.
- The hall is not licenced for the sale of alcohol or for public performances. The hirer is responsible for obtaining any licenses necessary in connection with the booking.
- The hirer is responsible for keeping noise, including music, at an acceptable level.
- Consideration should be shown to our residents
- The hall must be vacated on time. If the hire time is exceeded for any reason the hirer will be charged and the fee deducted from the deposit.
- Events may not exceed 11pm.
- The hirer is responsible for supervision and security of the premises, protection of the contents and the behaviour of those using the hall.
- The hirer is responsible for the safe care and protection of children using the hall.
- The hirer must not sub-let the premises.
- The hirer is responsible for any third party claims that may be made against him or his organisation whilst using the hall.
- The hirer must not use the premises for any illegal purpose no do anything or bring onto the premises anything that may endanger the premises, their users or their insurance policies.
- The cash deposit will be refunded in full once the manager has checked that the hall has been left in good order. Breakages and damages will be charged at cost and deducted from the deposit.
- If selling goods, the hirer must comply with trading law and any relevant local codes of practice.
- No tenancy is created by this agreement and no relationship of landlord and tenant exists between the hirer and Linden Hall.
- At the end of the letting all the hirer's equipment and any rubbish must be removed from the premises by the hirer and the hall left in a clean and presentable condition.

LINDEN HALL WELCOMES RESPONSIBLE HIRERS

July 2015