



## TERMS AND CONDITIONS

1. All bookings are strictly for the periods and times shown on the Booking Confirmation Form. Where times are exceeded a supplementary invoice will be issued.
2. A deposit of 25% is payable on booking and is non-refundable.
3. The invoice must be paid in full four weeks in advance otherwise entry may be refused. Cancellations must be made in writing to the Memorial centre and will be accepted up to four weeks before the event. No monies will be refunded.
4. Any booking made with less than four weeks notice must be paid in full at the time of booking.
5. The Management Committee reserves the right to cancel bookings by giving four weeks notice in writing. The Management Committee will refund any monies paid by the Hirer for any cancelled bookings. The Memorial Centre shall not be liable in respect of loss of income by the hirer or any consequential loss to any other party.
6. Prices may be subject to increase for bookings made more than six months in advance, unless previously paid in full.
7. Any security requirements will be agreed with the centre Manager at the time of booking and charges applied if appropriate.
8. The Memorial centre shall not be liable in respect to loss of income by the hirer.
9. Access to other parts of the Centre not booked, is prohibited with the exception of the foyer and toilets.
10. The stage is out of bounds to patrons, unless as agreed with Centre Manager.
11. The Hirer is responsible for the behaviour and good conduct of the persons attending the function organised by the Hirer.
12. The Hirer is responsible for any loss from, or damage to, the Memorial Centre, brought about by or as a consequence of the Hirers' use thereof. Charges will be applied for any damage.
13. The Hirer shall be responsible for property not belonging to the Memorial Centre brought onto the premises.
14. It is the responsibility of commercial hirers to ensure that they have adequate insurance cover for their event. This includes but is not limited to any damage to the Hall and damage, injury or loss to themselves or others.

15. It is the responsibility of commercial hirers to ensure that they have the necessary PRS and/or PPL licences if live or recorded music will be played at the event.
16. The Hirer undertakes to clear up and remove all waste caused during the Hire Period. A charge will be made if the premises are not left clean and tidy.
17. The Hirer shall ensure that a responsible adult is present and in charge of the activities throughout the whole period of hire.
18. All car parking is entirely at the car owners' risk. Only marked bays shall be used for parking within the Memorial Centre's car park.
19. The seating capacity is limited to the following:  
War Memorial Hall – 350  
Festival Room 80  
Hampshire Room 70  
Numbers may be reduced dependent on the seating arrangement.

### Bar Facilities

For functions where the Bar is open:

20. Only patrons aged 18 and over may purchase alcohol. A patron aged 14 years and over but under 18 may only purchase soft drinks at the bar.
21. Bar Staff are authorised to challenge and ask for appropriate identification for any suspected under aged person. Appropriate identification would be a driving licence or passport.
22. The bar shall at all times be under the complete control of, and to the benefit of, the Memorial Centre.
23. No alcohol may be brought into the premises without consent from the Centre Manager, when corkage will be charged.
24. Contravention of the above may lead to closure of the bar forthwith and patrons being asked to leave the premises.

All decisions of the Management Committee shall be final.

We have read and agreed with, the conditions of hire.

Signed: .....

On behalf of: .....

Date: .....