

Function Hire Booking Form

Name:

Address:

Contact telephone Number:

Email Address:

Date of function & Hall Requested:

Type of function:

Start & End Times:

(Please ensure you include any set-up time needed before and after the function)

Expected Number of guests:

Bar Required: Please note that we currently have no bar open and we are NOT licenced for alcohol on the premises.

Catering:

(Please provide us with full details of your caterer)

Room Decorations:

(Please provide us with full details of your room decorator. Please note that all decoration has to be removed before the end of your hiring period. Nothing can be left overnight)

Entertainment:

(Please provide details of any DJ, singer, band, comedian etc)

Any other requests:

(Bouncy Castles, Soft Play, children's entertainer) The Town Council reserves the right to approve or deny these requests. Please note that animals are not permitted within Town Council settings, with the exception of service dogs.

Terms & Conditions

Function Hire

Hire Charges are as follows:

- *Function Hall Hire: £10 per hour this includes any 'Set-Up' time allocated (Christenings, Birthday parties, family celebrations, awards events)*
- *Centre Hire: for dance events, football tournaments, concerts: £150-£300 (This will be discussed and agreed, based on length of time of event, number of attendees and supervision requirements from the Town Council. If bar provision is requested a further £100 charge will be added, this charge will be taken at time of booking and discussed with organiser)*
- *Funerals: Free of Charge to Halewood Residents for a 5 hour period (based on availability)*
- *18th & 21st Birthday Parties: £10 per hour and a security bond of £150*

Applicants can apply for concessionary hire of the hall, this application must be submitted at least three months before scheduled event, to be given enough scope and time to be discussed by Halewood Town Council for approval.

Proposed Payment Schedule

An invoice will be provided to the hirer with details based on the booking form.

- *After booking form agreed, an invoice is raised: 50% of the overall balance is due within 14 days of receipt of this invoice. When this payment is received your booking is Confirmed. If the deadline is not met, the Town Council reserves the right to cancel the booking and offer the timeslot to any other interested parties.*
- *The remaining balance must be paid at least 14 days prior to the function along with any security deposits and/or charges. If this deadline is not met, the Town Council reserves the right to cancel the booking and offer the timeslot to any other interested parties.*

Damage/Security Bond:

(The Town council reserves the right to cancel any party on refusal of this bond)

Parties or functions organised for any of the following will be subject to a £150 bond:

- 18th or 21st Birthday Parties
- Special one-off events such as Halloween party, Valentines Party
- Any function or party not listed above which the Operations Manager finds applicable or similar, to the above detailed party description. This will be agreed with the organiser prior to booking confirmation.

In the event of damage to Town council property, the Town Council reserve the right to retain all or some of the bond.

The damage bond will be refunded within 5 working days of the function/event after a detailed and satisfactory report from the supervising officer.

Any excessive damage to Town Council buildings, property or equipment that exceeds the Damage/Security bond amount, will be sent to the party organiser and you as the hirer agree to be responsible for payment or repairs in such circumstances.

Opening and Licensing Hours

The Premises Licence dictates, that last orders will commence at 11pm and the bar will close at 11.15pm. The premises must be vacated completely, no later than the licensed closing time of Midnight. Sunday evenings last orders will commence at 10.15pm, bar will close at 10.30pm and the premises must be vacated no later than 11pm.

Bar opening times will be discussed and agreed with the hirer prior to any function agreement.

No bar provision will be provided for any function where there is deemed a risk to any of the 4 key licensing objectives:

- Securing Public Safety
- Protection of Children from Harm
- Prevention of Public Nuisance
- Prevention of Crime & Disorder

The Town council reserves the right to allow or deny alcohol consumption to any persons, before or during any function if there is a risk to the above stated objectives. The town council also reserves the right to stop service, and any event if deemed a risk to above stated objectives.

Any unlawful activity during any event will result in the closure of the centre and will be reported to the authorities. The Town Council has a Zero tolerance policy to Drug Use, Underage drinking, and any anti-social behaviour.

No Bar provision or Alcohol consumption will be permitted at the following functions/events:

- Children's Birthday Parties
- School Functions
- Organised children's events
- Any event where the number of children exceeds the number of adults in attendance

Limits and Admissions of Use

Hollies Hall: 150

Arncliffe Centre: 120 (Main Hall) 60 (Sports Hall)

Capacity limits indoors must not exceed the numbers stated above.

Any hiring of the centre for the day for a dancing event, football tournament or any event, where the majority of activity will take place in the outdoor space, capacity or volume of attendees will be discussed with the hirer prior to the event taking place to discuss supervision and marshalling of the event. This will impact the cost of hire for the day:

100-149 attendees:£150

150-199 attendees:£200

200-250 attendees:£250

250+ attendees: £300

Catering, Room Decoration & Entertainment

- Any refreshment/buffet at any event must be cleared away by 11pm after which time the Designated Premises Supervisor has the discretion to clear away.
- Any caterer from outside of the Town Council approved supplier, must adhere to the relevant Health & Safety and Food Hygiene Regulations.
- The use of any large naked flame or any type of canister or gas type equipment for heating food will not be permitted in the hall.
- Any electrical appliances must be in good working order and be used in a safe and sensible manner
- Any kitchen use, the hirer accepts responsibility for the supervision and activity that takes place in Town Council premises. The Town Council facilities must be left in a clean and tidy condition at the end of any function.
- Any room decoration that takes place prior to the start of the function, is chargeable as part of the room hire agreement.
- Room decoration must be cleared away at the end of any function and collected by the supplier unless agreed prior to the function with Town Council. If it is to be left overnight, the Town Council does not take any responsibility other than agreeing to store them for collection.
- Entertainment, any live music or DJ must finish at 11.30pm.
- Any equipment used by an entertainer should be cleared from the hall at the end of the evening. Occasionally we will allow equipment to be left overnight if the hall is not needed the following day. It is at the owner's risk and the Town Council accepts no responsibility or liability. This must be agreed with the Town council at booking stage.

Conduct of Patrons

- The room shall not be left unattended
- The hirer is responsible for the behaviour and actions of their guests
- The Town council has a Zero tolerance policy in any event, where the staff are intimidated, abused or any action that puts Town Council staff in fear or danger
- No alcohol can be brought onto the premises by patrons unless agreed with the Operations manager. The allowance of Champagne, Prosecco or Wine may be allowed after discussion with the Operations Manager. A corkage fee of £5 per bottle will be applied in such circumstances. If the Supervising officer suspects that alcohol has been brought into the centre, he/she are authorised to ask for the item to be surrendered until the end of the function, and if necessary, ask the patron to leave.
- The hirer shall not leave the premises, during the course of the function and shall remain in the Centre until the end of the function until all patrons have vacated the Centre.
- The hirer must ensure that the guests remain in the area that has been designated and do not move throughout the building into other spaces.
- In the event of disorderly conduct by patrons and/or failure of the hirer to observe any of the above, the Town Council reserves the right to close the bar before the prescribed time and/or cease any entertainment (e.g. disco, band etc) which may be taking place or be scheduled. In such circumstances, no refunds will be payable.
- Smoking and the use of E-cigs is not permitted within the hall or building in any circumstance

Challenge 25 & Consumption of alcohol

The Hirer is reminded that the statutory age for the consumption and purchasing of alcohol is 18 years, that alcohol must not be purchased for anybody under that age, and that the Hirer will be held responsible for any non-compliance.

Any guest that cannot produce I.D when asked or challenged by Town Council staff will be refused service. Anybody suspected of buying alcohol for anybody under the age of 18 or who cannot produce I.D will also be refused service.

I the hirer agree to the terms detailed in the challenge 25 & consumption of alcohol section, and I have received a detailed copy of the Town Council Challenge 25 policy:

Signed:

Date:

Cancellations

By The Town Council:

The Town Council reserves the right to cancel any function in the following event:

- **The venue is needed for a Town Council emergency**
- **Any unforeseen circumstance where the safety of patron's may be considered at risk**
- **If the council deems the function to be objectionable or undesirable in nature**

In any event of Town council cancellation, a refund of deposit or balance will be applied. The Town Council is not liable for compensation in such circumstances.

By the Hirer:

- **3 months before a function, a full refund of any money paid to Halewood Town Council will be refunded**
- **2 months before a function, 75% of any money paid to Halewood Town Council will be refunded**
- **1 month before a function, 50% of any money paid to Halewood Town Council will be refunded**
- **Less than 1 month before a function, no refund will be issued by Halewood Town council**

I agree as the hirer to all the terms & conditions set out in this document.

Signed:

On Behalf of Town Council:

Bouncy Castles:

Bouncy Castles and inflatables are allowed between April and August at the Arncliffe Centre. The hirer must accept all liability and supervision of the attraction throughout the function. The hirer must agree to have the item, dropped off and picked up within their allocated booking time. There will be a £10 utilities charge applied and added to your room hire. They are not allowed indoors in any circumstance.

They are not allowed externally at Hollies Hall, due to agreement with football teams and open public space.

Animal attractions:

Animal attractions are allowed in some circumstances and provided this is agreed with the Operations Manager as part of the booking procedure. Small animal shows may be permitted indoors providing they are with a trained and qualified handler, we do not allow dogs, horses, or ponies in our halls. Pony attractions are only permitted outside of the centres, providing the handlers accept all liability and can maintain the animal's safety. This must have been agreed at the booking stage. This is done so at the organisers risk and the Town Council will accept no liability.

Live Music: This is permitted at every event. In some circumstances equipment can be left overnight and collected the following day providing the hall is not needed, this has to be agreed with the Operations Manager at the booking stage. The drop off and collection must be arranged by the hirer in line with the allocated booking time.

Buffets and Refreshments:

If there is a requirement to use the kitchen facilities at either the Arncliffe Centre or Hollies Hall for food service, there will be a £5 per hour charge in addition to your hall hire. Small catering vans and Ice cream vans are not allowed into the halls but are allowed outside with prior agreement from the Operations Manager at the booking stage, and will be subject to a fee if they are charging customers.

Alcohol:

In some instances, a hirer may be allowed to bring alcohol into the hall such as prosecco, champagne or wine. A £5 corkage fee will be applied, and this must be agreed with the Operations Manager at the booking stage.