



Royal Wootton Bassett's
Memorial Hall
Conditions of Hire



1. Applications

Applicants, 21 years and over, must complete a booking form.

Any booking by telephone must be confirmed in writing **within 10 days with the booking deposit.**

2. Scale of Charges (effective from 01.01.16)

All fees should be paid promptly on receipt of invoice or at least fourteen days prior to booking date.

Cheques payable to "**Wootton Bassett Memorial Hall**"

3. Licensed Bar:

The Basic Bar hiring price is **£55** per session.

This includes 2 members of bar staff and caters for up to 70 attendees.

Higher numbers will incur increased cost, please enquire.

For Wedding Receptions, Special Events, Interval Bars, please enquire for times and prices.

Main Hall, Bar Lounge & Kitchen

Day	9am – 1:30pm	1:30pm – 6pm	6pm - Midnight
Mon – Fri	£48.00	£48.00	£70.00
Saturday	£90.00	£90.00	£150.00
Sunday (From 10am)	£45.00	£55.00	£85.00
Saturday & Public Holidays (Extended Hire)	9am – 6pm £160.00	1:30pm – Midnight £225.00	9am – Midnight £300.00

Upper Meeting & Committee Rooms

Day	9am – 1:30pm	1:30pm – 6pm	6pm - Midnight
Mon – Fri	£20.00	£20.00	£30.00
Saturday & Sunday(10am)	£25.00	£25.00	£30.00

Whole Building

Saturdays Only (9am – Midnight)	£450.00
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***Please Note: All Times are inclusive of all Hirer's Setting Up, Clearing Up and Vacating the Halls and Rooms**

BOOKINGS & PAYMENTS - to be made via our Lettings Secretary:

Mrs Sheila Dunn, 41 Collett Avenue, Cheney Manor, Swindon. Wilts. SN2 1NQ.

Tel: (01793) 529678 E-mail: sheiladunn@sky.com



Royal Wootton Bassett's

Memorial Hall

All bookings are subject to the following:



A. PAYMENT:

Full payment is required at least 14 days in advance of the booking date.

Failure to do so could result in the booking being cancelled unless a **cash** payment is made on collection of the key by arrangement.

B. BOOKING DEPOSIT:

£50 to accompany Booking Form. (Please refer to the Terms & Conditions of hire).

C. CLEANING CONDITION DEPOSIT:

A separate **£100** condition cheque will be required with your final invoice. This will be **shredded** after your event dependant on satisfactory condition of Hall. **To be paid by all hirers with final invoice.** (Please refer to the Terms and conditions of hire).

P.A. SYSTEM CONDITION DEPOSIT:

£35 (Returnable). **To be paid by all hirers with final invoice.**

The Hall has two lead Microphones. (Hire Charge of £5 each)

D. CANCELLATIONS:

Cancellations received within less than one month of the booking, risk forfeiture of fees.

The Executive Committee will make this decision.

Users groups are required to give one months notice.

E. BAR:

The Wootton Bassett Memorial Hall is a LICENSED premise.

Only alcohol purchased on the premises through the licensed bar may be consumed here.

When the Bar is open, soft drinks will be sold from the bar.

For further information contact Bar Manager. **Jill Collett on Tel: (01793) 853433**

Please Note: the Police and Executive Committee may visit the Hall at any time to monitor bar bookings.

F. KEY HOLDERS:

Make arrangements to **collect** keys between mutually agreed hours from

Mr & Mrs Taylor 45 Betjeman Avenue, Wootton Bassett. SN4 8JU. Telephone (01793) 852504

Keys are to be **returned** via the **key shoot** situated by the Memorial Hall front entrance.

G. ADDITIONAL KEY HOLDERS:

In Case of Emergency ONLY

Caretaker: (01793) 853433

Mr Dick Clark: (01793) 854089

Mr Ernie Taylor: (01793) 852504

H. FIRE ALARM:

Full instructions are in the foyer, in case of the Fire Alarm being sounded.



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All lettings are subject to the following conditions:

A. IN CASE OF FIRE:

Fire Regulations - Hirers shall comply with all regulations currently in force and with any requirements imposed by the Fire Officer.

Fire Exits - All passage ways, stairways and exits to which the public have access, shall be kept free from obstructions at all times.

Risk Assessments/Safety Plans - All hirers are advised to have plans in writing and on their person and available for inspection for each hiring session.

B. HIRERS MUST ENSURE THAT THE FOLLOWING CONDITIONS ARE STRICTLY OBSERVED:

No smoking in the Hall. A cigarette disposal unit is provided outside the front door on the side wall.

Nappy bin is situated in the Disabled Toilet.

No paper confetti in the Hall.

No Bouncy Castles allowed in the Hall.

No Pig Roasts to be cooked inside any part of the Hall or Kitchen.

C. CAPACITY RESTRICTIONS:

Use of Hall	Part of Premises	Max No.	Furniture
Functions utilising tables and chairs	Hall	160	18 Large Tables 6' x 2.6' (Seats 8)
Closely seated audience	Hall	240	15 Small Tables 4' x 2.6' (Seats 6)
Functions utilising tables and chairs	Hall	150	24 Occasional round tables.
Functions utilising tables and chairs	Hall & Bar Lounge	240	240 Green Chairs
Meetings, Play readings etc.	Upper Meeting Room	20	3 Tables and 20 Chairs
Meetings, Play readings etc.	Committee Room	20	20 Chairs

D. STAGE & LIGHTING:

This is a **No Smoking Area** and Hirers must enforce this.

There are separate guidance and instruction rules relating to the Stage, Curtains, Hall & Stage Lights, Stage Electrical Voltage and miscellaneous guide lines. Please apply to the Lettings Secretary.

E. ORDERLY CONDUCT:

Hirers shall be responsible for the maintenance of good order at all times during the letting period.

A. DAMAGE TO PROPERTY:

Hirers shall pay to the Committee, upon demand, the cost of reinstating or replacing any part of the hall's property which is damaged, destroyed, stolen or removed during the period of hire.

B. INDEMNITY:

Hirer shall indemnify the committee against all claims, demands, actions or proceedings, in respect of goods or clothing, or of the death or personal injuries of any persons, which shall occur during the period of hire provided that this indemnity should not apply to any claim, demand action or proceedings for death or personal injury, which arises out of negligence on the part of the Committee, its agents or servants or from any defect on the premises.

C. LOST PROPERTY:

The Committee accepts no responsibility for any articles or property lost during the hiring of the Memorial Hall.

People finding articles of lost property should hand them to the Caretaker or Lettings Secretary.

D. FAILURE TO OBSERVE CONDITIONS:

If the hirer fails to observe the conditions of hiring, the Committee may, without notice, terminate the hirer's rights under the agreement. The termination shall not release hirers from their obligations under the original agreement.

The committee shall be entitled to retain Monies paid and collect payment of any balance outstanding.

E. INTERPRETATION:

The Committee's decision is final as to the interpretation of these conditions.

The Committee reserves the right to refuse any application for hire without stating the reasons.

There is no telephone on the premises, nearest being located on the corner of Downs View, adjacent to the entrance of the Bowls Club.

Please be advised, The Memorial Hall is a non-smoking premise.



Royal Wootton Bassett's

Memorial Hall

The £100 Conditions Deposit covers the following:

- A. **Hall & Fittings.** No damage to, or misuse of, the hall and fittings. No nails, screws, staples, paint etc. on the stage or in any part of the Hall.
- B. No sticky tape of any kind, Blu tack or Sellotape to be used on floors, walls or ceiling.
- C. **All damages and broken items will be charged for at cost.**
- D. **Main Hall & Bar Lounge Floors.** To be swept clean of all rubbish and any spillages mopped up.
- E. **Tables** to be wiped clean. Please stack in trolleys. **Round tables** to be wiped clean before storing away.
- F. **Chairs and other furniture used** to be returned to the positions as detailed on the furniture plan.
- G. **Kitchen.** All heaters, lights, water heaters, cookers etc. are to be switched off, (unless indicated they are not to be switched off).
- H. **Kitchen surfaces and cooking appliances** are to be left CLEAN. All cutlery, crockery and glassware that have been used, to be placed in the dishwasher and the dishwasher activated. Dishwasher tablets are supplied and the dishwasher is programmed. The caretaker will return the clean items to storage.
- I. **Floors** to be swept clean in Main Hall, Bar Lounge and Kitchen. Any spillages to be mopped up.
- J. **Brooms & Mops** are situated in the Kitchen toilet area and cleaning material for wiping tables can be found in the kitchen cabinets.
- K. **Rubbish.** Bins you have used are to be emptied and rubbish **removed** from the premises.
- L. **Sound & Lighting Wires** or trailing wires can be tied and secured on the high hooks running the length of the Hall on both sides and at the rear. Flexible cable ducts can be used to secure and to cover the cables if they run on the floor. **No tape to be used on Floor and Walls.**
- M. **Hirers** are required to nominate a designated Key Holder who is to ensure that all personnel have left the building.

Nominated Key Holder Responsibilities - Check List:

1. To collect Hall keys just prior to your booking.
2. To ensure **all doors** including fire doors and windows are securely locked.
3. To ensure that all **tables and surfaces** are clean and dry before stacking away in trolleys.
4. To ensure that all **round tables surfaces** are clean and dry before putting away.
5. To ensure that all **chairs** are returned to their allocated position in stacks of six.
6. To ensure all **floors** have been swept in Hall, Bar Lounge and Kitchen.
7. To ensure any used **crockery** is stacked into Dishwasher and the **machine activated**.
8. To ensure **all lights** in Hall and Kitchen are switched off.
9. To ensure all **rubbish** is taken off of the premises
10. To ensure the **Main Door** is securely locked on leaving the Hall.
11. To deposit keys in the **Key Box** situated by the main door ensuring they have fallen completely down the chute.
12. To close and lock the gates of the car park.

PLEASE RESPECT THE HALL TO AVOID LOSING YOUR CONDITION DEPOSIT!



Royal Wootton Bassett's
Memorial Hall
Memorial Hall Kitchen

Users please note that none of the electrical kitchen equipment is to be used in any other part of the building.

Any catering equipment brought into the building must be fully tested and fit for use and should only be used by experienced operatives and in a manner as not to damage any part of the building fabric.

Under no circumstances can any equipment of any description be placed in the designated fire emergency lane.

KITCHEN EQUIPMENT:

- Water Urn,
- Wall mounted Electric 'Sadia' Water boiler,
- Electric Kettle,
- Tea Pots,
- Fridge,
- Freezer,
- Microwave,
- Gas Cooker with 6 Hobs, 2 electric ovens, 1 grill & warming plate drawer,
- Warming cabinets,
- Stainless Steel Double Basin Drainer Sink,
- Two large Plastic Jugs,
- White Cups & Saucers,
- Assorted Side Plates,
- Assorted Dinner Plates & Mugs,
- Assorted Knives, Forks & Spoons,
- 3 Cooking Pots in various sizes, (available on request)
- Food serving trolley,
- Stainless Steel Work Preparation Tables & Worktops,
- Dishwasher & Dishwasher Tablets,
- Porcelain Single Hand Basin,
- Fire Blanket,
- Fire Extinguisher,
- First Aid box,

The Kitchen is central heated and has a thermostat radiator on the side wall.

RESTRICTIONS:

- **The Kitchen is a Fire Exit** from the Main Hall. No obstructions of any kind must be put in the way of this fire exit passage way.
- **No gas bottles** are allowed in the kitchen. If required to be used they must be placed outside and the gas pipe threaded through to the apparatus in the kitchen.
- **No Hog Roast** apparatus to be used in the kitchen. Any apparatus machine can be placed outside of the kitchen window and the electric lead threaded through the window.
- **Brooms, Mop & Bucket** kept in Kitchen Corridor adjacent to Kitchen
- **All rubbish to be taken away from premises.**

Memorial Hall Special Events Equipment & Hire Prices

Crockery and cutlery for 150 covers. (smaller quantities available)	Returnable deposit £30	Hiring charge: £50.00 the set, or enquire for individual prices.
24 Plain white poly-cotton tablecloths	(Laundry & Ironing cost)	Hiring charge: £60.00 the set, or £3 per tablecloth.
Paper Banqueting Table Cover		Purchasing price: £2.00 per table.
P.A. System	Returnable deposit £35	Hiring charge: £5.00 per microphone, or Plug-In hiring charge: £5
C.D. Player		Hiring charge: £5