

# Hilton Hall Hire Booking Form – (HHCA 2017)

A Responsible Person (over the age of 18 years old) must take responsibility for the hiring of Hilton Hall and sign this 'Booking Application Form' after reading & agreeing to the Terms & Conditions. An Application to hire Hilton Hall Community Centre will only be accepted and confirmed by Hilton Hall Community Association when this form is completed, signed and returned with the relevant Booking Fee (&/or official Local Authority 'Authorised Order Form').



## HILTON HALL HIRE RATES

Hilton Hall Hire Fee for ALL Constituted Sports Clubs, Community Groups & all other Regular Hall Hirers = £25.00 per hour.

To Hire Hilton Hall for Private Parties & Social Gatherings there is a standard Party Booking Rate of £125 plus an hourly rate of £25 per hour for each and every hour required (example: Party Booking for 2 hours = £125 plus £50 = Total of £175 to pay).

For ALL Private Party Hire & Social Gatherings, there is ALSO a Security Deposit required of £100 to cover the cost of any damage and/or late vacation of the Hall. This is returnable / refundable subject to the Hall Terms & Conditions being met).

**PLEASE READ THE ATTACHED HIRE TERMS & CONDITIONS BEFORE COMPLETING THIS FORM AND SIGNING**

Name of Hirer	
Name of Community Group	
Hirer's Invoice Address including Post Code	
Hirer's Telephone Number	
Hirer's Email Address	
Purpose of Hire	
Signature of Hirer	

**Requested Hire Details: Please indicate below the date, day, times and purpose of Hire**

**Sports Clubs or Community Groups who wish to Hire Hilton Hall on the same day & time Every Week (as a Regular Hirer) Please complete the details below (i.e The Start Date, Day & Times. The Hourly Hire Rate is £25 per hour.**

Date	Day	Start Time	Finish Time	No. of Hours required	Total cost per week

**For Private Parties &/or Social Gatherings; please complete the details below (i.e. The Date of your event, plus the Day and Start/Finish Times. The Party Booking Rate of £125 plus £25 per hour for each Hour (or part hour) required.**

Date	Day	Start Time	Finish Time	No. of Hours required	Total cost for Hire

Hall Hirers need to allow enough time in their Hire Period for setting-up-time, clearing & cleaning-up time and for packing away on time to enable the Hilton Hall Caretaking Staff to prepare for the 'Next Hirer' and/or to lock-up on time as per the agreed 'Finish Time' above.

NB: Failure to follow the Hilton Hall Hire Terms & Conditions will result in a Breach of this agreement and the Hall Hire Security Deposit of £100 will be Forfeit as per the Terms & Conditions listed below (this will be at the discretion of HHCA Management Team).

If You wish to Hire Hilton Hall please complete this Hall Hire Booking Form and return it to:  
**Hilton Hall Community Association**  
**Hilton Hall Community Centre, Hilton Road, Lanesfield, Wolverhampton, WV4 6DR**

If you need to contact us by telephone; our number is 07765 709 716  
 You can contact us by email at; [email@hiltonhall.com](mailto:email@hiltonhall.com)

# Terms & Conditions for the Hire of Hilton Hall

A Responsible Person (over the age of 18 years old) must take responsibility for the hiring of Hilton Hall and only sign the *Hall Hire Booking Form (HHCA 2017)* after reading & agreeing to the Terms & Conditions listed below. An Application to hire Hilton Hall Community Centre will only be accepted and confirmed by Hilton Hall Community Association when this form is completed, signed and returned with the relevant Booking Fee (&/or official Local Authority 'Authorised Order Form').



ALL Bookings are taken on a 'first come - first served' basis, therefore it is essential to send-in your completed 'Hall Hire Booking Form (HHCA 2017)' well in advance of the date of hire that you require. You can download and complete a 'Hall Hire Booking Form (HHCA 2017)' by visiting our web site ([hiltonhall.com](http://hiltonhall.com)) and clicking on to the relevant Menu Link. Please Return to:

**Hilton Hall Community Centre, Hilton Road, Lanesfield, Wolverhampton, WV4 6DR**  
Make ALL Cheques payable to: **Hilton Hall Community Association**

## TERMS & CONDITIONS OF HIRING HILTON HALL COMMUNITY CENTRE:

The Management Committee, Caretakers or other employees of Hilton Hall Community Association shall be allowed unimpeded access throughout all parts of the premises during the period of Hire. No verbal or physical abuse will be tolerated towards any authorised person of Hilton Hall Community Association and legal action may be taken against anyone exhibiting such behaviour. We assure Hirers that our Staff will act and respond to our clients in a respectful, approachable and professional manner at all times and expects Hirers and their Guests & Attendees to act in a similar way.

### **Section 1:**

The Hirer shall not assign the benefit or burden of this Agreement or any part thereof or sub-let any part of the premises to any other person and the Hirer (The Responsible Person who has signed the Hire Booking Form) is solely responsible for the agreement, terms and conditions thereof and use and condition of the Hall and facilities (internal and external spaces on the premises).

### **Section 2:**

The Hirer shall indemnify Hilton Hall Community Association against all claims, demands, actions and proceedings arising out of any infringement of copyright or the unauthorised playing, performance or use of any sound recording or any sound recording reproduction equipment or any other apparatus occurring during the period of hire in the premises.

### **Section 3:**

3.1 The hirer shall repay Hilton Hall Community Association on demand the cost of reinstating, repairing or replacing any part of the premises or any property belonging to Hilton Hall Community Association in or upon the premises which shall be damaged or destroyed, stolen or removed during the period of hire (and/or prior to, or subsequent period after hire) thereto if in relation to or by reason of the hiring. The amount of the cost shall be certified by Hilton Hall Community Association, whose certificate shall be final.

3.2. The hirer shall indemnify Hilton Hall Community Association against all claims, demands, actions or proceedings in respect of;

- (i) Any damage to or loss of property in the premises belonging to any person except the Hilton Hall Community Association.
- (ii) The death of or injury to any person howsoever or by whomsoever caused which shall occur while such person is in or upon any part of the premises or arise from any accident or occurrence which shall occur while such person is in or on any part of the premises or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury. Provided always that the indemnity given by sub-clauses (i) & (ii) hereof shall not apply to:- Damage, loss, death, or injury occasioned by or in consequence of:
  - (i) bursting of or overflowing from any heating, ventilating, lighting electrical or water equipment or apparatus of Hilton Hall Community Association, unless such bursting or overflowing shall be caused by the actions or by reason of instructions of the Hirer or his servants or agents.
  - (ii) lightning, thunderbolt, earthquake, storm, tempest, flood, aircraft, articles dropped there from celestial objects or impact of vehicles, horses or cattle or the acts of a foreign enemy or wilful destruction by or under the order of the Government or any public authority.

3.3 Removal of any property in the premises in consequence of a confiscation, nationalisation or requisition. (b) Damage, death or injury caused by any defect whether of construction treatment or arrangement of any part of the premises or any of the fixtures therein unless such defect shall be caused by the actions or by reason of instructions of the Hirer or his servants or agents.

3.4 Please Note: Hilton Hall Community Association has taken out a Public Liability Insurance Policy, which it considers is reasonably adequate to cover the liability of a Hirer under sub-clause (3.2) (i) and (ii). The Hirer's liability will, however not extend to any liability not covered by this insurance. If a Hirer wishes to insure any other liability the Hirer must make their own arrangements. Hilton Hall Community Association accepts no responsibility for loss or damage to personal property of any person during the period of hire. (A framed copy of the Certificate of Liability Insurance is on public display in the Entrance Lobby of the Hall).

### **Section 4:**

The Hirer shall repay to the Hilton Hall Community Association on demand any premium paid by Hilton Hall Community Association in accordance with the foregoing condition including an additional premium payable in respect of any abnormal use of the premises by the Hirer (not stated on the Booking Form). And, the Hirer shall inform Hilton Hall Community Association forthwith of any abnormal use to which it is intended to put the premises or of any special risks inherent in the hiring.

### **Section 5:**

**The premises must be left clean and tidy on the termination of the hiring** and in as good order and condition as at the start of the hiring, failing which the hirer shall pay Hilton Hall Community Association such reasonable charge for putting the premises in such good order and condition. Please Note: Hirers to remove & take away all of their rubbish. \*This is especially pertinent to Private Party Hire and Social Gatherings. **The premises must be vacated no later than the 'Times Booked' (as per Booking Application Form)**, therefore it is essential to allow sufficient time to clear-up, clean-away and pack away any equipment and to ensure the rooms are ready for the next Hiring. Failure to adhere to this condition will incur charges for extended time and/or inconvenience (past the agreed hire time) and will be taken into account by means of any Security Deposit taken at the time of hire (i.e. The Hirer will forfeit the Security Deposit for breach of these Terms & Conditions), and the Hirer will be invoiced for any such breach of terms & conditions.

**Section 6:**

- (a) Nails, screws, or other fittings must not be affixed to any part of the premises or furniture.
- (b) Gas bottles for heating shall not be taken into the premises. **Absolutely NO portable Heating appliances allowed on site.**
- (c) No fixtures or fittings (or any other item of property belonging to Hilton Hall Community Association) are to be removed from the Hilton Hall Community Centre. Hirers must ensure that any method of 'Fixing' used for posters, banners, balloons and/or any other items or equipment does not cause damage or marking to Floors, Walls, Ceilings, Windows & Furniture. All Tape, Blue-Tac and/or other 'Fixing' medium should be removed fully at the end of the Hiring and taken away.

**Section 7:**

The Entrance Lobby and all Emergency Exits must be kept clear of obstruction at all times. It is the responsibility of the Hirer to explain the evacuation procedure to the 'Attendees / Participants' in the event of the need to vacate the building due to an emergency. Emergency Exit & Muster Location Posters are situated around the building for this purpose. This is a requirement of current Health & Safety Regulations.

**Section 8:**

All clubs, especially 'Higher Risk Activities' such as martial arts, sports and/or other 'physically' demanding activities to provide their own NGB or other Liability Insurance for their chosen activity. ALL groups who are in contact with Children & /or Vulnerable Adults will need to produce a copy of their DBS Certification for ALL of their Staff & Volunteers (as part of current Protecting & Safeguarding Policy). Please Note: For such community groups & sports clubs; No hiring of facilities will be permitted until the above requirements have been met.

**Section 9:**

Where "Hiring's" relate to activities involving admission of the general public (including private parties & social gatherings) please note regarding 'food for consumption' by the general public:

- (a) Food shall not be prepared, cooked or re-heated on Hilton Hall premises (professional outside food preparation agencies exempt)..
- (b) No cooking or re-heating of food shall take place on the premises by Hirers.
- (c) No alcohol shall be sold on the premises (Temporary Alcohol Licence Granted to a Named Person or agency exempt).

**Section 10:**

Please note that as 'The Hirer' (the Person whose name & signature is on the Booking Form) it is your responsibility to be in attendance at ALL times during your use and it is 'You' the 'Official Hirer' that is contractually responsible for ALL activities and safe use of the Facilities.

Also Please Note: Noise Levels should be kept to a reasonable standard so as not to cause a nuisance to local residents. And the Hirer must ensure that they are not in breach of any PPL or PRS regulations. It is the Hirers responsibility to ensure all PPL & PRS Licenses are in place & current. HHCA have registered Hilton Hall with the relevant Entertainments Licence (displayed in the Entrance Lobby of the Hall).

**Section 11:**

No Smoke and/or Pyro-Technique machines allowed, and no Candles or any other combustible device that produces a live Flame of any kind **should not, under any circumstances, be used** in Hilton Hall Community Centre as these are deemed a Fire Risk. The Hirer shall pay for any damage caused by such machines, equipment, devices & consumables, Damage caused by Large Confetti Canons and/or the Dye from such Confetti that marks & stains the Hall floors, walls, ceilings &/or furniture as per Section 5.

**Section 12:**

No Bouncy Castles or Inflatable devices allowed inside Hilton Hall premises. In the case of Hirers using Bouncy Castles and/or any form of Inflatable device outside (but still on HiltonHall grounds) Hirers must ensure Public Liability Insurance is in place for ALL such activities.

**Section 13:**

Hirers are reminded it is against the Law to Smoke inside any premises. **Smoking is not allowed inside Hilton Hall Community Centre.**

**Section 14:**

The use of Hilton Hall Car Park and other Parking Areas is totally at the discretion of the Hirer and their Guests (& Participants) using Hilton Hall Community Centre Facilities. Hilton Hall Community Association takes no responsibility for loss or damage caused to vehicles or property whilst parked on the Car Park Parking Areas. Cars parked are entirely at the Risk of the Owners and Hirers must inform their guests and attendees / participants of these terms. A Notice to this effect is also displayed in the Hall Entrance Lobby.

**Section 15:**

Hilton Hall Community Association reserve the right to review, amend and alter terms & conditions, hire fees & all other charges at any time. e&oe

**HILTON HALL HIRE RATES**

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