



Hilton Hall Hire Booking Form (2018 gdpr policy version)

Please read the terms & conditions pages below (pages two & three) and only complete & sign this HHCA Hire Booking Form if you agree to abide by these terms and conditions of Hall & Facility Hire. Hirers must be over the age of eighteen and must take responsibility for the 'Hiring' and duty of care of the Facilities. 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'). Please return this Hire Booking Form, together with the appropriate Hire Fee.

Please make ALL cheques & payments to: **Hilton Hall Community Association.** *And post / deliver to:*
Hilton Hall Community Centre, Hilton Road, Lanesfield, Wolverhampton, WV4 6DR.

HILTON HALL HIRE RATES

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

Hall Hire fee for ALL Private Party or Social Gathering Bookings = £250 (for Five hours). Additional Hours are charged at £25 per hour. For ALL Private Party Hire & Social Gatherings, there is we require SECURITY DEPOSIT of £100 to cover the cost of any damages and/or late vacation of the Hall. This is returnable / refundable subject to the Hall Terms & Conditions being met).

PLEASE READ THE ATTACHED HALL HIRE TERMS & CONDITIONS BEFORE COMPLETING & SIGNING THIS FORM (pages 2&3)
ALL DATA will be dealt with as per our 2018 GDPR Privacy Policy which can be viewed on our web site at hiltonhall.com

Name of Hirer	
Name of Community Group or Purpose of Hire (e.g. Private Party, etc)	
Hirer's Invoice Address including Post Code	
Hirer's Telephone Number	
Hirer's Email Address	
Signature of Hirer (or official Order No.)	

By signing this form you are giving your consent for us to keep your Data as per our 2018 GDPR Policy
 Our 2018 GDPR Policy can be viewed on our web site at hiltonhall.com

Details of Date(s) & Time(s) for Requested Hire: Please indicate below the date, day, times and purpose of Hire

Sports Club &/or Community Group wishing 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.

Start Date	Day(s) required	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 Standard Party Booking Rate for Five Hours is £250 (plus £25 per hour for each additional 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, clearing & cleaning-up ready to finish on time, to enable Hilton Hall Caretaking Staff to 'Lock-up' at the agreed 'Finish Time' (as listed 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 & sign this Hall Hire Booking Form and return it to:
Hilton Hall Community Association
Hilton Hall Community Centre, Hilton Road, Lanesfield, Wolverhampton, WV4 6DR



(page two)

Terms & Conditions for the Hire of Hilton Hall

Please read the terms and conditions below and only complete & sign the above HHCA Hire Booking Form if you agree to abide by these terms and conditions of Hall & Facility Hire. Hirers must be over the age of eighteen and must take responsibility for the 'Hiring' and duty of care of the Facilities. 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'). Please return this Hire Booking Form, together with the appropriate Hire Fee.

Please make ALL cheques & payments to: **Hilton Hall Community Association.** And post / deliver to:
Hilton Hall Community Centre, Hilton Road, Lanesfield, Wolverhampton, WV4 6DR.

All Bookings are taken on a 'first come - first served' basis; therefore it is essential to send-in your completed Hall Hire Booking Form well in advance of the date you wish to hire to avoid disappointment. You can download and complete the 'Hall Hire Booking Form' by visiting our web site at: <http://www.hiltonhall.com>, and go to the 'terms & conditions page' and then 'Click' on to the relevant Menu Link.

By signing the Hall Hire Booking Form you are giving your consent for us to keep your Data as per our 2018 GDPR Policy
Our 2018 GDPR Policy can be viewed on our web site at [hiltonhall.com](http://www.hiltonhall.com)

Terms & Conditions of Hiring Hilton Hall Community Centre (Page Two)

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: 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) hirer shall indemnify Hilton Hall Community Association against all claims, demands, actions or proceedings in respect of;

(3.2: i) Any damage to or loss of property in the premises belonging to any person except the Hilton Hall Community Association

(3.2: 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.

Terms & Conditions of Hiring Hilton Hall Community Centre; continued (Page Three):

Section 6:

- (6.1) Nails, screws, or other fittings must not be affixed to any part of the premises, walls or furniture.
- (6.2) No fixtures or fittings (or any other item of property belonging to Hilton Hall Community Association) are to be removed from Hilton Hall Community Centre and/or any other part of the property facility. 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.
- (6.3) Gas bottles for heating shall not be taken into the premises. **Absolutely NO portable Heating appliances allowed on site.**

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 are to provide their own NGB and/or other Public 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:

- (9.1) No cooking or re-heating of food shall take place on the premises by Hirers.
- (9.2) Food shall not be prepared, cooked or re-heated on Hilton Hall premises (professional outside food preparation agencies exempt providing they can produce a current Food & Hygiene Preparation Certificate & their Public Liability Insurance Certificate).
- (9.3) No alcohol shall be sold on the premises (Temporary Alcohol License been Granted to a Named Person or agency exempt, providing they can produce the relevant Authority Grant certificate for that hiring).

Section 10: 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 and legally responsible for ALL activities and safe use of the Facilities as per the terms & conditions of this Hiring, and all health & safety responsibilities relevant to your activity.

(10.2) 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 (music) 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 License (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, including damage caused by Large Confetti Canons and/or the Dye from such Confetti that marks or 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 Hilton Hall grounds) Hirers must ensure Public Liability Insurance is in place for ALL such activities and provide us with relevant certification.

Section 13: Hirers are reminded it is against the Law to Smoke inside any public 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 and Playing Fields & Community Open Spaces on Hilton Hall Site. Hilton Hall Community Association takes no responsibility for loss or damage caused to vehicles or property whilst parked on the Car Park Area. 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 & on a sign situated in the Car Park.

Section 15: Hilton Hall Community Association reserves the right to review, amend and alter these terms & conditions, hire fees & all other charges at any time. Such amendments and/or alterations will be added to our web site at the time of amendment / alteration. And be included from that date on all other publications.

e&oe

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 fee of £250 (for Five Hours) plus an hourly rate of £25 per hour for each and every additional hour required. 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).

Our Terms & Conditions and 2018 GDPR Policy / Privacy policy can be viewed on our web site at hiltonhall.com.
Complete & Sign the Hall Hire Booking Form (page one) and Return it to:

Hilton Hall Community Association, Hilton Hall Community Centre, Hilton Road, Lanesfield, Wolverhampton, WV4 6DR.