

Bookings and Cancellations

1. A booking is not accepted until a booking form has been completed and submitted and the Bookings Manager confirms the booking.
2. Deposits are non-refundable.
3. If you are asked to pay a bond in respect of your booking, the bond is fully refundable provided there is no damage to the hall or its contents. We also reserve the right to deduct from the bond, as necessary, if the conditions detailed at points 15, 16 and 17, are not adhered to.
4. The Town Council do not permit teenage parties, 18th or 21st birthday celebrations in the hall.
5. The Town Council reserves the right to vary charges without notice. Bookings can only be accepted on this understanding.
6. The Town Council reserves the right to cancel a hiring in the event of the hall being required for use as a Polling Station; any hire charges paid in respect of the hiring will be refunded, including any deposit.
7. The Town Council may cancel bookings as required but should give Hirers as much notice as possible. If the Town Council has to cancel a booking or in the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, then the cost of the affected hire, and only the cost of the affected hire, will be refunded.
8. Cancellations must be sent to the bookings manager by email (s.townend@wstc.org.uk) or received at the Council office in writing, no later than 14 days before the event. Providing 14 days notice is received, any monies paid in respect of the cancelled hire (with the exception of any non-refundable deposit) will be returned to you. Any cancellations received within the 14 day notice period will still be charged the full cost of the booking.
9. All time in the hall must be paid for, including time required for preparation and clear up. Please ensure you declare all the time you need on the booking form. You must vacate the hall by the end of your hire time and leave it in a presentable condition for the next hirer.

Use of the Facilities

10. The Summerlin Centre is an unstaffed building. The caretaker can be contacted in respect of any problems arising with the building. His number is 0777 224 1214.
11. There are no physical keys to the hall. Access to the hall is via a keypad located by the front door. You will be issued with a PIN to access the hall during your time of hire only. You are responsible for keeping this PIN secure. Upon leaving the hall, please ensure the door closes behind you.

12. The maximum capacity of the Summerlin Centre is 110 people seated or standing. The maximum capacity of the Memorial Hall is 100 people standing, or if occupants are to be seated at tables, then the capacity should be reduced to 60 to ensure a prompt exit of the hall via the emergency doors. When calculating capacity, you must include all people on the premises.

13. No Sellotape or Blu Tak to be stuck to painted walls.

14. It is a legal requirement that no alcohol is allowed on the premises without the permission of the licensee. The Summerlin Centre is a licensed hall, so unless you have completed the Service of Alcohol Agreement form, no alcohol can be consumed on the premises. The Service of Alcohol form and the licensing conditions will be sent to you by the Bookings Manager in accordance with how you complete Section 4 of the booking form.

In the Memorial Hall, permission to consume alcohol must be sought from Woburn Sands Town Council via the bookings manager.

Alcohol cannot be sold on the premises without a relevant license being obtained.

15. You must vacate the hall by the end of your hire time. Any additional time will be charged for, but don't assume it is ok to overrun. There may be another booking following yours.

16. Hirers are expected to leave the hall in a presentable condition. We expect hirers to:

- Wipe down tables
- Clear and put away all furniture
- Remove rubbish from premises
- Sweep main hall floor and public areas
- Wipe down surfaces in kitchen. Wash, dry and put away any crockery/cutlery used.
- Empty dishwasher if used
- Check toilets are left in a presentable condition

17. If the Council have cause to carry out additional cleaning as a result of your hire (additional cleaning consists of any cleaning above and beyond what we consider to be reasonable) then the cost of this will be charged to you.

18. Music must cease by 23:00 hrs. Evening social bookings in all venues must vacate and lock up the hall by 00:00. For the Summerlin Centre, this means the car park must also be empty and the car park gates locked by midnight.

19. When leaving the building, please ensure that windows are closed, fire exits and fire doors closed, all lights are switched off and taps are turned off in cloakrooms and kitchen.

20. If food is to be served, it is the hirers/caters responsibility to ensure there is sufficient refrigeration to store food.
21. No food to be consumed on the stage of the Memorial Hall.
22. If you have a disco, please make them aware that they cannot use smoke machines as these may set off the fire alarms.
23. No smoking or vaping is permitted inside any of our buildings. For the Summerlin Centre, please use the dedicated smoking/vaping area to the rear of the building.
24. No animals are allowed on the premises except for registered assistance dogs.
25. The Town Council retains the right to access the premises at all times during the hire period.
26. The Hirer shall only used the permitted facilities for the purposes agreed, and shall not sub-let the hire to anyone.
27. The Hirer is responsible for making sure that the premises are not let unattended or insecure at any time during or at the end of their hire period. The Hirer agrees to be present at all times during the hire and to be responsible for supervision of the premises, its fabric and contents; the care of those using the premises under their hire; the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements.
28. No posters or advertising material of any kind to be displayed in the hall without permission from Woburn Sands Town Council. We have a promotion policy which you can find here: [WSTC Promotional Policy.pdf \(woburnsands.org.uk\)](https://www.woburnsands.org.uk). A paper copy is available upon request. Please contact the bookings manager if you would like to display promotional material.

Milton Keynes Council do not permit flyposting of any kind on public land. Flyposting is not permitted under s.224 and s.225 of the Town and Country Planning Act 1990 and section 132(2) of the Highways Act 1980.

Health & Safety

For the duration of the booking, the Hirer is responsible for managing and responding to any health and safety issues for the participants of their booking. The Hirer shall therefore ensure that:

29. No activity that might constitute a risk to health and safety, the premises or its surroundings, shall be carried out.
30. The Hirer must make themselves aware of the fire safety procedure, and is responsible for ensuring that this information is passed to all present during the hire and that all aspects of the procedure are adhered to. In the event of a fire emergency, the Hirer is

responsible for alerting the emergency services and evacuating the building. All exits, gangways, passages (internal and external) and forecourts must be kept clear and free from obstructions.

31. Hirers should make themselves aware of any attendee with special needs.
32. The Hirer must report all accidents involving injury to the Town Clerk at Woburn Sands Town Council as soon as possible. The Hirer must also complete the accident book held on site with the First Aid kit.
33. The Hirer shall ensure that there is no interference whatsoever during the hire period with fire extinguishers or any other fire fighting equipment, except in the case of emergency.
34. The Hirer shall ensure that any electrical appliances brought by them to the halls and used there shall be safe and in good working order. Any failure of equipment that belongs to the premises must be reported as soon as possible.

Insurance

35. The Town Council will not be responsible, or liable for, any damage to or loss of property placed or left in the premises, including property stored in the shared storage areas. These are left at the Hirer's own risk and property left in the storage areas must be by prior agreement, and only agreed items may be stored.
36. The Council do not accept any responsibility for injury, damage or loss howsoever caused to personal or in respect of any articles or goods brought onto premises by the hirer or any other person.
37. The Council shall not be liable for any loss by breakdown of machinery, failure of electricity supply, leakage of water, fire and smoke detectors or act of God which are beyond the responsibility and control of the Council and which may cause the hall(s) to be temporary closed or the hirers use interrupted or cancelled.