



Watling Community Association
 145 Orange Hill Road, Edgware,
 HA8 0TR
 T: 020 8959 2259 E:
 WatlingCentre@gmail.com
 Registered Charity: 1107689
 www.WatlingCentre.org

Application For Private Hire Of Halls

Name of Hirer:		
Address		
Post Code		Telephone
Email		
Date of Hire		<u>Event activity</u>

Deposit Return Details

Account name	
Name of Bank	
Account number	
Sort code	

Payment via BAC Watling Community Association

Our bank is: Metro Bank
 Account Number 35820914
 Sort Code 23-05-80

Capacity	1pm to 6pm	6pm to 11pm	2 Periods
Main hall 100	£300,00	£350,00	£630,00
Memorial Hall 90	£280,00	£330,00	£590,00
Windsor Suite 80	£260,00	£310,00	£550,00
Watling Room 30	£155,00	£180,00	£310,00
David W Lounge 12	£100,00	£120,00	£200,00
Lower Kitchen	£100,00	£120,00	£190,00
Upper kitchen	£85,00	£100,00	£170,00

FOR ASSOCIATION OFFICE USE ONLY

Deposit £		Receipt NO	
Hire Charge £		Receipt NO	
Deposit Returned Amount £			
Caretaker name		Hours worked	

CONDITIONS OF HIRE

Signature:

Date:

We respectfully draw your attention to the conditions of hire in the clauses listed below:

Only the Hall/Room and/or kitchen booked by you may be used at the time in question. The times of hire are strictly adhered to especially your departure time. Failure to comply with this ruling will result in your being charged a penalty of the hourly rate of the room/s you have hired for every 15 minutes. After 1 hour you will forfeit your whole deposit.

The maximum legal limit of persons in the Halls and Rooms must not be exceeded by reason of the safety regulation laws. For these capacities, see your hire agreement. It is essential and must be emphasised here, that all passageways and emergency exits are kept clear at all times.

IT IS IMPORTANT TO NOTE THAT PERSONAL PORTABLE COOKING EQUIPMENT IS STRICTLY FORBIDDEN ON THE ASSOCIATIONS PREMISES

Cancellation of hire a month prior to your booking will incur the loss of your deposit at the Manager's discretion unless the hall has been rebooked; however, there will be a minimum administration fee of £30.00 irrespective.

No decorations of any kind must be fixed, attached or stuck to the walls, fixtures or furniture.

Only free standing decorations are permitted and permission for these must be by prior arrangement at the office. If it is found that either you or your party have contravened this ruling, regrettably you will be subject to a penalty at the Managements discretion.

Any breakage's and/or any reports of vandalism shall and will be deemed your sole responsibility. Any damages/ breakage's will be deducted from your initial deposit and if the costs should exceed your deposit, you will be responsible for paying the additional difference.

We ask you to leave the Halls / Rooms, kitchens, corridors and toilets in the clean and tidy condition in which you find them. It is your responsibility to make sure that all Halls, Rooms, kitchens, corridors and toilets which you are hiring are left clean and tidy after use and before your departure for the next hiring party.

The Watling Centre is subject to a NOISE ABATEMENT ORDER imposed by Barnet Council. As a hirer of this facility, it is a condition that you ensure that the noise levels i.e. a disco/band or any form of music played from your event do not cause disturbance to adjoining properties.

IF YOU DO NOT ADHERE TO THIS ORDER YOU WOULD LIKELY SEE YOUR FUNCTION STOPPED IMMEDIATELY. AS A HIRER YOU WILL BE LIABLE FOR ANY FINE THAT IS IMPOSED

We do ask that you leave the CENTRE and CAR PARK AREAS as QUICKLY and as QUIETLY as possible after your function. This being to respect the local residents.

The 'WATLING COMMUNITY ASSOCIATION' accepts no responsibility for loss or damage to your property or person howsoever caused within the Associations premises, car parks and adjacent land.

As part of the contract, the 'Association' will provide 6 plastic bags for your refuse. These must be placed in the bins adjacent to the car park. Any further refuse must be removed from the Associations premises or a charge of £15 per additional sack will be levied.

WE WOULD LIKE TO POINT OUT THAT THE PLAY AREA MUST NOT BE USED BY YOU OR ANYBODY IN YOUR GROUP AS THIS IS PRIVATE PROPERTY, AND ANYBODY FOUND TO HAVE USED THIS AREA WILL LOSE THE WHOLE OF THEIR DEPOSIT.

BOOKING CONDITIONS

A deposit of £300.00 is required for the Halls. A deposit of £110.00 is required for the Upper and Lower Kitchens. This deposit will be returned to the hirer within 7 days after your event, provided the above conditions have been strictly adhered to. A customer will lose 50% of their deposit if they choose to reschedule their event.

The full payment for the hire must be paid once booking has been agreed.

Two separate payments are required for the deposit and hire fee via bac

Should the WCA not receive the balance payment, it will be deemed that you have cancelled your booking.