

# The Link (Water Orton Community Venue)

Telephone 0121 748 6360

## Terms and Conditions 2018

### We are pleased that you are using The Link.

These Terms and Conditions of hire are to ensure that The Link remains a useful facility for all who use it, and that our neighbours are disturbed as little as possible.

### Bookings

Bookings may be made via-

- Email: [bookings@thelink-wocv.co.uk](mailto:bookings@thelink-wocv.co.uk)
- Website: [www.thelink-wocv.co.uk](http://www.thelink-wocv.co.uk)
- Telephone: 0121 748 6360
- At The Link office.

A booking is confirmed when the deposit is paid (see below), and the Terms and Conditions are signed. The Management Committee reserves the right to refuse a booking should they deem it appropriate.

### Capacity and Hire

The Link is suitable for up to

- 150 people seated in the main hall
- 120 people seated at tables
- 10 people in the meeting room

There are 18 Car Parking spaces including two for disabled people with additional parking at the train station.

### Basic Hire includes use of

- Main Hall
- Audio system
- Garden area at the rear of the hall

### Extras which may be hired:

- Projector
- Wi-Fi
- Kitchen use (general)
- Crockery/Cutlery
- Stage

### Alcohol

The Link is **NOT** licensed for the sale of alcohol. If required the link admin staff can arrange a bar hire company for your event at an extra charge. (A limit of 12 such licenses per year applied for by the bar hire company are permitted by law for The Link.)

### Deposits and Hire Fees

A deposit of £100 must be paid to secure a booking. Payments can be made by:

- Cheque: payable to 'The Link-wocv'
- Cash
- PayPal: [paypal@thelink-wocv.co.uk](mailto:paypal@thelink-wocv.co.uk)

Setting up and Clearing up times must be included in the Hire time.

Hire Fees must be paid in full 30 days before the booking.

The hirer is responsible for the reasonable conduct and any damage caused by misconduct of all persons in the building during the hire period. Charges for damage and extra usage time will be deducted from the deposit. Should damage be valued in excess of the deposit and a claim through Insurance is necessary, the hirer will be required to pay the insurance excess amount. The Management Committee will be the sole judge of the value of damage. The deposit will be refunded within 7 days.

### Cancellation of a Booking

If 28 days or more notice is given to cancel a booking, the deposit and hire fee will be returned, **minus a £10 admin fee**. If less than 28 days is given, the deposit and 50% of the hire fee will be returned. If less than 7 days notice is given only the deposit will be returned.

### Supervision

Events attended by persons under 18 years old must have adequate adult\* supervision at all times.

## Specific Requests during your hire

Care must be taken to minimise disturbance to neighbours. Please leave quietly.

- Music must cease by 11.00 pm.
- Guests should leave by 11.00 pm.
- Hirer(s) must leave by 11.30 pm.

Tables should be wiped clean and any spillage to the floor should be mopped. All waste must be deposited in the outside bins located to the front of the building.

## Drugs and Illegal Substance

The use and/or trading of drugs and illegal substances are not allowed in any part of the premises, including the grounds and car park. The Link Hirers are responsible for ensuring that no drug taking or selling occurs. We are obliged to notify the Police if any evidence is found.

## Liability

All personal property brought on to the premises remains the sole responsibility of the hirer/user.

## Hire Charges will be reviewed annually.

New charges will come into effect each January. Current charges may be viewed on the website [www.thelink-wocv.co.uk](http://www.thelink-wocv.co.uk)

## The Link Staff

The Link staff will always try to act in a polite and courteous manner. In return the same is expected of all users. If problems do occur we ask that you raise concerns in a reasonable manner.

We operate a zero tolerance policy on aggression or abuse to any of our staff. Offenders will be refused future use of The Link.

## \*Definitions

**The Link** = A non profit making facility for the community and the church.

**We = Water Orton Parochial Church Council**  
- Owners and managers of The Link.

**Adult** = In this case persons aged 25 or over.

The NSPCC Guidelines are as follows:

**Age 0-2:** 1 adult to 3 children

**Age 2-3:** 1 adult to 4 children

**Age 4-8:** 1 adult to 6 children

**Age 9-12:** 1 adult to 8 children

**The Link Management Committee** = the body appointed by the PCC to oversee the running of the Link.

## Declaration

Name \_\_\_\_\_ Tel \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

I have read the Terms and Conditions of The Link and accept them for my booking:

Booking details                      Date \_\_\_\_\_                      Times \_\_\_\_\_

Hire Charge    £ \_\_\_\_\_                      Deposit Paid    £ \_\_\_\_\_

If appropriate I have seen and accept the Church's Child Protection Policy / have shown my own policy to the Link Manager. (Delete as appropriate)

Signed \_\_\_\_\_                      Date \_\_\_\_\_