

Sefton Academy of Taekwondo

Hall Hire - Booking Form



Please complete the following form to book hire of the hall. Once complete this can be returned via email to www.warrenvice@hotmail.co.uk or post marked FAO of the Booking Secretary, Sefton Academy of Taekwondo, Unit 6, 10a Glenn Buildings South, Moor Lane, Liverpool, L23 2UN.

Before your booking is finalised, we must receive a deposit of £50 of your booking cost. Your booking time will be reserved for two weeks from receipt of this form. After two weeks, if your deposit is not paid your booking time may be given to another hirer.

Hirer Name	
Organisation name (if representing an organisation)	
Email address	
Postal address	
Date wishing to book	
Time wishing to book (please include time for setting up and cleaning up) <i>Note the hall must close at 10pm.</i>	
Purpose of booking (for instance children's party, class).	
Have you read and do you accept our Terms and conditions of Hire?	
Are you over the age of 18?	
Hirer Signature	

Form received:
Deposit received:
Hire fee received:
Deposit returned:



SEFTON ACADEMY OF TAEKWONDO

TERMS AND CONDITIONS OF HIRE — FUNCTION/ONE-OFF HIRE

- All function/one-off (not regular) hirers of Sefton Academy of Taekwondo must read, understand and accept these terms and conditions. They form part of a contract and agreement between the Hirer (the individual or person acting on behalf of an organisation whose name appears on the booking form) and Sefton Academy of Taekwondo and their Management Committee.
- These Terms and Conditions of Hire should be read in conjunction with Sefton Academy of Taekwondo Hire Rates, Policies and Hirer Information Pack. Copies of these documents can be found on our [website](#), inside the Hall or upon request.
- Your signature on the Booking form, acceptance of a price quote, or submission and/or acceptance to the Terms and Conditions on the booking form are taken as agreement that the Hirer has agreed to these terms and conditions. Where you are signing on behalf of an organisation, Sefton Academy of Taekwondo Management Committee (herein referred to as the Committee) assume you are authorised to act on their behalf.

1 Booking, Rate and Payments

- 1.1 Your hire rate, number of hours of your booking and total balance is found on your price quote or invoice. We recommend hirers check these to ensure there are no errors.
- 1.2 The Hall must be booked for the entire amount of time it will be used, including setting up and clearing away (i.e. book from when you will need to enter to set up until when you leave).
- 1.3 The hire fee must be paid before the hire period begins and can be paid at the same time as the deposit.
- 1.4 Bookings are secured by the payment of a deposit of normally £50 (the Committee reserve the right to ask for a greater deposit on occasion). Your deposit amount is **£50**. This deposit also acts as a Damages Deposit for the hire period (as 1.5 below). It is returnable following hire and in line with 1.5 and 1.6 below.
- 1.5 Deposits will be forfeited, wholly or partially, in the following circumstances:
 - 1.5.1 If the Hall is not left in a clean, satisfactory condition following the hire.
 - 1.5.2 If tables, chairs, fittings, fixtures, surrounds, boundaries have been damaged or removed from the Hall during the Hire period.
 - 1.5.3 In the event that you cancel the booking with more than 48 hours notice before the booking event, 50% of the deposit will be retained.
 - 1.5.4 In the event that you cancel the booking with less than 48 hours before the booking event, 100% of the deposit will be retained.
 - 1.5.5 Failure to show up for the booking event will result in 100% of your deposit being retained.
 - 1.5.6 That a fire extinguisher is improperly used.
- 1.6 The Deposit shall normally be returned within 48 hours following hire, allowing the Committee or its representatives to ensure that the Hall and its contents are in good order. For payments made online (for instance by bank transfer), refunds will be processed within 48 hours but may take longer to reach your account.
- 1.7 Short notice bookings (less than 7 days' notice) will require immediate payment of both hire fee and deposit).
- 1.8 The Hall is not to be sub-let during the booking period.
- 1.9 The Hall should only be used for the purpose described by the hirer in the Booking Form.
- 1.10 Hirers should be over 18 years of age.

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www.seftontaekwondo.com

2 Facilities

- 2.1 Hire includes the Hall and grounds, tables and chairs and toilet facilities.
- 2.2 Hirers must provide their own cutlery etc should they require them.

3 Responsibilities of the hirer

- 3.1 The Hirer must be present during the period of Hire.
- 3.2 The Hirer is responsible for the supervision and care of the building, grounds and contents, as well as the behaviour and safety of all persons (your guests) using the premises during the hire period.
- 3.3 All waste is to be removed from the Hall by the hirer.
- 3.4 In addition to any points noted in other sections, the Hirer is responsible for ensuring:
 - 3.4.1 That maximum numbers are not exceeded.
 - 3.4.2 That the Hall, toilets, reception area and grounds are left in a clean and tidy state ready for the next hirer.
 - This includes ensuring toilets, sinks, tables and chairs are clean.
 - Tables and chairs should be returned to where they were found.
 - Lights and taps should be turned off.
 - We prefer for hirers to avoid the use of cellotape as these damage the walls.
 - 3.4.3 That you ensure all chairs and tables are returned to where they were found following any guidance in the Hall Information pack on how these should be stacked/placed (for health and safety reasons).
 - 3.4.4 That fire escapes, routes and doors are not obstructed during the hire period. They have familiarised themselves with any policies or guidance referenced in the Hire Information Pack.
 - 3.4.5 That no Fireworks are brought into or lit in the Hall or on the grounds.
 - 3.4.6 That any damage made during their hire period is reported to the Committee, Booking Secretary or their Deputy.
 - 3.4.7 That any loss or damage to the premises, fixtures, fittings or contents are made good or paid for.
 - 3.4.8 That you and your party are aware of relevant hall policies including fire procedures. Copies are displayed in the Hall, in the Hirer Information Pack, or found on our website.
 - 3.4.9 To avoid nuisance to neighbouring property. Music should be played only at a reasonable level.

4 Alcohol, Smoking, Betting

- 4.1 The Hall **does not** hold a premises license.
- 4.2 It is the Hirers responsibility to ensure that the Licensing Conditions required by the Law are met.
- 4.3 Alcohol may not be consumed on the premises and should not be sold by the Hirer or others in their party.
- 4.4 Smoking or vaping is not allowed in the building.
- 4.5 No collections, game of chance, sweepstakes, lotteries, or betting of any nature may be conducted on the premises without prior consent.

5 Insurances

- 5.1 Sefton Academy of Taekwondo hold Public Liability Insurance. This covers all users making use of the premises and equipment owned by Sefton Academy of Taekwondo when properly used.
- 5.2 The Hirer must ensure they have insurance to cover equipment that they bring into the Hall that may carry a risk to users during their hire period.

6 General Notes

- 6.1 All bookings are at the discretion of the Committee.
- 6.2 The Committee reserves the right to cancel a booking in the event that the Committee feel these terms and conditions may be breached by the Hirer, that the premises become unfit for safe use for the purposes required by the Hirer, that the premises are

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required for emergency use. In the case of 6.2, the Hirer is entitled to a refund but Sefton Academy of Taekwondo shall not be liable for any indirect loss or damages to the hirer whatsoever.

- 6.3 The Committee has the right to amend these Terms and Conditions at any time as they find necessary (where possible giving one months' written notice).

The Committee reserve the right for either themselves or an authorised officer to enter the Hall at any time during the hire period to ensure that the Hall is being used in the manner intended or if they believe that these Terms and Conditions are being