

Ruth Winston Centre Room Hire Agreement Form

Name of Person/Group Hiring:			
Organisations Name			
RWC Membership number: <i>(if applicable)</i>		Private Hire <i>Tick if appropriate</i>	
Address		Telephone number	
		Mobile number	
Post Code		Email address	
Invoice Address <i>(if different)</i>		Post Code	
Room Hire Details			
Purpose of Hire:		Date(s):	
Start time:		Finish time:	
TO BE COMPLETED BY OFFICE			
Room to be Hired	Cost per hour £	Total Hours	Total Cost per Room £
Extras - PRS Music Licence £2.00 per session –non negotiable	Unlocking Fee £15.00 – non negotiable	Locking Fee £15.00 – non negotiable	
A 20% non-refundable deposit is required immediately to secure your booking			£
*Value of Security/Damage Holding Fee £100.00 – this is in addition to any other hire charges set out in this document as above. <i>Security Fee is refundable ten days after hire, by cheque, following satisfactory inspection</i>			£100.00 Receipt No Cash / Cheque / Card
Your balance is due to be paid two weeks prior to your hire date.			Receipt No Cash / Cheque / Card
<p>I confirm that I have read and understand the terms & conditions</p> <p>Signed Date</p> <p>Print Name.....</p>			
<p>*Cancellation/ Please refer to page 5</p>			

The Room Hire Terms and Conditions

- All reservations are considered as provisional until the contract is signed by both parties being the Hirer and the Ruth Winston Centre. Once the contract is signed by both parties all such facilities will be subject to the terms and conditions of the agreement.
- The Hirer is to use the room only for the purposes specified at the time of reservation.
- The Hirer of the room shall not have exclusive rights to the limited car parking available on the forecourt.
- The Hirer will ensure that good order is kept during the hire period, and that neighbours are not unreasonably disturbed before, during and after using the premises.
- The Hirer shall be responsible for obtaining any local authority or other licences, or permissions required.
- No subletting shall be allowed.
- No public political meetings are permitted.
- Under no circumstances are any of the rooms to be used for auctions of any kind or in disguise.
- The sale of alcoholic liquor on any part of the premises is strictly prohibited.
- Ruth Winston Centre is a "NO SMOKING" building and smoking is not permitted in any part of the building, including the garden and the forecourt. Smoke alarms will automatically activate if smoking is detected. You will be liable for any call out charges levied by the emergency services.
- Any equipment used during the reservation must comply with normal domestic use and must not overload any electrical circuits. If the Hirer is providing their own electronic equipment then the Hirer agrees to PAT test them annually. If the equipment is found not to be PAT tested RWC will have the equipment PAT tested by the technician at a cost of £25.00 per item. Alternatively, a circuit breaker must be used for each piece of electrical equipment used during the hire period.
- In your capacity as Hirer Club Organiser/Host we confirm, having agreed for you to use accommodation in the Ruth Winston Centre, this being the above-named room. Your use of the room is to be determinable by two weeks' notice on either side given at any time. **The Ruth Winston Centre reserves the right to use the centre for fundraising or private events.**
- Force majeure: If, due to an event beyond RWC's control, RWC is unable wholly or substantially to perform its obligations to the Hirer, RWC will promptly notify the Hirer accordingly and will refund any relevant deposit and/or other pre-payment paid to it in respect of the Booking, to the Hirer.

Payment

- **For continuous hire** you will be invoiced quarterly. This will need to be paid one month in advance of the start date of your hire and quarterly thereafter prior to the new quarter starting.
- **Any other booking** Payment shall be made in full at least 14 days before the event unless otherwise agreed.
- This payment can be made by cash, cheque, Debit or Credit card and via BACS. If using BACS our details are Sort Code 20-98-21 Account No. 70966274 - Ruth Winston Centre (Company Limited by Guarantee) with Reference your name and date of hire.
- A security/damage deposit of £100 is payable at the time of the reservation. This will be refunded ten working days after the event upon satisfactory inspection and provided that there has been no damage caused or any other breach of this agreement. Payment can be made by cash, cheque, Debit or Credit card. (Cheques must be made payable to RUTH WINSTON CENTRE).

Extended Hours

- The room access and vacate times quoted for each function must be strictly adhered to on all occasions. It must be noted that the access time includes any set up of the room and the vacate time is when all guests and equipment are no longer in the room not the actual function finish time.
- If the function continues after the time previously advised by the Hirer, the **RWC reserves the right to increase the room hire charge** accordingly and an extra labour charge may apply if the event concludes after the agreed completion time.
- Music must not be played after 11pm Monday to Saturday and 10pm on Sunday. All music must be kept to a level that does not interfere with other Hall users or with our neighbours.

Damage

- You agree to leave the room clean and tidy as found and not leave food, rubbish and other items, which must be removed from the premises. Users of the kitchen are to ensure that all appliances are switched off and plugs removed from sockets, fittings and utensils are left in a clean and tidy condition and returned to their original places. All room keys or cupboard keys, if issued, must be returned on leaving as agreed with the Centre Manager/Centre Coordinator.
- No tacks, nails, blu tack, screws or other such like objects shall be driven into any part of the premises and no unauthorised posters, banners or materials shall be fixed to the interior or exterior of the premises.
- You must not drag the furniture across the floor. If you need to move anything please use, responsibly, the equipment available.
- We have a recycling policy. Please follow this by using the recycling receptacles available.
- Please note you are financially responsible for any damage sustained to the premises during the event. It is the entire responsibility of the person(s) or group hiring the centre to leave it CLEAN AND TIDY. The Centre includes the areas defined, in the paragraph below. In the event that the centre is vacated in a dirty and/or untidy condition which requires extensive and/or additional cleaning, money will be deducted from the deposit or the deposit may be forfeited in full. The decision of the Management committee shall be final and binding.

The extent of the Ruth Winston Centre premises covered by this hiring is limited to the following:

- Reception Office and Vestibule, Edith Simpson Room, Bowman Room, Angelinetta Room, Alexandra Room, Lengard Room, Davies Room, Woodall Unit, Kitchen, All toilets within the premises, the Garden, Front drive, Alleyway, Planted area to the back of Centre.
- Any damage should be reported to the General Manager/Offices Manager immediately.
- LBE and RWC accept no responsibility before, during and after the event for property, personal effects or valuables left on the premises including the forecourt and the area to the rear of the Centre.
- The Hirer is recommended in advance to check that their personal insurance adequately covers for any loss or damage to property of the Hirer or their guests and for any loss caused to any party as a result of cancellation or termination.
- The total number of attendees at any function must not exceed the maximum capacity of the hired room. This is to comply with fire and safety regulations.

Health and Safety

- In accordance with the 1992 Health and Safety Regulations (as amended) you are obliged to point out the emergency exits to the members of your group and location of fire extinguishers. A plan of the building and an emergency procedure will be given to you from the first day of hire. All members must sign in the Visitor's book on arrival and out on exiting the Centre. Ensure that exits and fire extinguishers are not obstructed. Should there be an accident, causing injury or damage this must be reported to the Centre Manager/Centre Coordinator and recorded in the accident book.

Groups or Clubs associated with the Ruth Winston Centre

- If you are a club leader, and where applicable, you are required to hold a register of member's names, addresses and age, with telephone number and next of kin. This is your responsibility to keep updated and must be complete on submission of this document or as soon as practical but before the hire date.
- It will be your responsibility to ensure all windows and doors are closed, lights and appliances turned off, all curtains or blinds are closed. That any items used in making refreshments are cleared away and the dishwasher loaded. You must leave the building secure on departure unless a key holder or member of staff have confirmed that they will do so.
- Use of the room will be regularly reviewed by Ruth Winston Centre Staff, on the basis that other groups, having a higher priority need in connection with services for the elderly, may have use of the room and that you will agree to vacate on two weeks' notice.

Ruth Winston Centre

Cancellation Policy

To secure your booking, a **20% non-refundable deposit** is required immediately. This deposit ensures your reservation and covers administrative costs.

If you need to cancel your booking, the following charges will apply:

- **More than 30 days before the event** – No additional cancellation fee; however, the deposit remains non-refundable.
- **15–30 days before the event** – 50% of the total booking fee will be charged.
- **7–14 days before the event** – 75% of the total booking fee will be charged.
- **Less than 7 days before the event** – 100% of the total booking fee will be charged (no refunds).

All cancellation requests must be submitted in writing. We appreciate your understanding, as these policies help us manage bookings and resources effectively

Long-Term (Over 6 Months) Room Hire Cancellation Policy

1. Notice Required for Cancellations

The following notice periods apply based on the duration of the room hire to be cancelled:

Duration of Room Hire to be Cancelled	Required Notice Period	Cancellation Charge if Less Than Required Notice is Given
Less than two weeks	Two weeks	One week's charge
Over two but less than four weeks	Four weeks	Two weeks' charge
Over four but less than eight weeks	Eight weeks	Four weeks' charge
Over eight weeks	Eight weeks	Four weeks' charge plus loss of security/damage deposit; contract will be terminated

2. Cancellation Charges Based on Duration of Cancelled Period

If a portion of the hire period is cancelled, the following charges apply:

- **Up to two weeks** – No charge.
- **Over two and up to eight weeks** – A levy of **10% of the weekly charge** per week of the cancelled period.
- **Over eight weeks** – A levy of **80% of the weekly charge** per week of the cancelled period; contract will be terminated.

Example Calculations

- **Three weeks cancelled** → Levy is **30% of the weekly charge**.
- **Seven weeks cancelled** → Levy is **70% of the weekly charge**.