



Newlands Community Hall, Newlands Avenue, Waterlooville, PO7 3BX
 Tel: 07789 954369
 Tel: 023 9225 6823

Booking Form

(subject to management verification)

Name		Date of hire:	
Address			
Email:			
Tel No:		Hours From	Hours To:
Purpose of hire		Deposit	
		Balance	

Liability Insurance

Bond deposits Attached

£50 cash bond / 100 cash for 18th / 21st Birthdays / Hot Food Buffets

Authorised hours of use are until 11pm each night except Sunday when the premises must be closed by 10.30pm.

All groups who use the Community Hall must read and accept these Booking Terms & Conditions and Safeguarding Policies which contain important information.

I have read and agreed to terms and conditions as received and understood, including

**Terms and conditions for casual users
 Cancellation policy
 GDPR Policy**

Signature

Date

Fire Safety Precautions and Evacuation Procedure

This building is equipped with an up-to-date automatic fire alarm system. Should the alarm bells sound please observe and follow the procedures detailed below:

1. Marshal your group through the nearest **FIRE EXIT** – you are responsible for ensuring that everyone attending your function exits the building as quickly as possible.
2. **DO NOT STOP** to collect personal belongings.
3. The fire ASSEMBLY POINT is located in the car park next to the bin shed and is sign posted accordingly.
4. Please wait at the Assembly Point and do a head count of your guests, you are responsible for maintaining your own register for your guests.
5. You will be told by either a member of senior management or the Fire Brigade when it is safe to re-enter the building.
6. To preserve the efficiency of the locking system on the Fire Doors and in accordance with the latest Fire Safety guidelines, all Fire Doors are alarmed; the alarms will sound when the doors are opened. Should you wish to use the doors in a non-emergency situation then you should ask a member of staff who will deactivate the doors alarm system.
7. Please do not use the Fire Doors as a means of leaving the building at the end of your function.

Please inform all your guests where fire exits are located and the procedure should the fire alarms sound.

Please sign the Fire Safety and Evacuation Procedures as received and understood, retaining a copy for reference.

Signed

Date

Terms and Conditions for Private Hire

The Parish Council hopes that your event is a success and that your guests enjoy the event and our facilities. We aim to keep rules and regulations to a minimum, but there are certain rules that must be adhered to for the safety and comfort of all Hall users. Please read the following carefully to avoid any misunderstanding. If in doubt, please consult the office staff before your event.

1. **The Bond is non-refundable in the event of cancellation;**
2. Access to hired room(s) is from the agreed hire times only;
3. All rooms have a standard set-up;
4. The hire includes the use of tables, chairs and crockery if required, however these should all be cleaned and put away at the end of the hire. Any cleaning costs incurred shall be deducted from the bond;
5. The Hirer agrees to pay fees on presentation of Newlands Parish Council invoices and overdue invoices will incur 5% interest, monthly;
6. The Hirer is responsible for completing a fire register;
7. **The Hirer must leave all room(s) hired in a clean and tidy condition for use by others; all food waste/general waste must be taken with them when they leave unless otherwise discussed. If excessive cleaning is required then the bond will not be refunded.**
8. Hirers are reminded that the rooms are in a building shared with the Berewood Site Office, and that the kitchen and toilet facilities are shared. Hirers acknowledge other people may be using the building at the same time and will ensure appropriate safeguarding measures are put in place
9. The Hirer is responsible for ensuring that no materials are attached to walls
10. The Hirer will be responsible for any damage to equipment, fixtures and walls caused during the period of hire;
11. The Hirer will be responsible for the supervision of all children under 16 attending the function;
12. The Hirer will ensure that any DJ hired presents his liability insurance to the Parish;
13. When hiring room(s) in pursuance of fund-raising or social events this will be treated as Private Hire;
14. Bookings will only be accepted from persons over 21 years old, if users under 21 years old then two responsible adults over the age of 25 must be present at all times;
15. **There is a strict no alcohol policy at Newlands. If alcohol is brought onto the premises or consumed on the premises, then the bond is forfeited.**

16. If a request is made by staff to reduce the noise levels the hirer must comply. The staff reserve the right to switch off the electrical supply to equipment and it may not be reinstated;
17. Newlands Parish Council will **not** be liable if equipment is damaged as a result of the above;
18. Bubble machines and smoke machines are **not** permitted;
19. Stripograms or similar inappropriate entertainment is **not** permitted on the premises;
20. It is the responsibility of the hirer to ensure that all rooms hired will be used in such a manner so as **not** to interfere with or adversely affect the enjoyment of others using the premises or surrounding areas. Please be considerate to our neighbours, particularly when leaving the premises.
21. Smoking is **not** permitted in the building and this includes e-cigarettes. Please use the car park but do **not** exit via the fire doors;
22. Newlands Parish Council cannot accept liability for loss or damage to personal belongings or vehicles parked in the hall's car park. All vehicles are left at Owner's Risk;
23. Newlands Parish Council reserves the right to refuse a booking or end a booking without notice, and without incurring any liability to the hirer;
24. CCTV is in operation throughout the building and is for the safety of staff and hall users;
25. Contravention of any of these Terms and Conditions will render any agreement to hire invalid.
26. All rubbish must be taken away at the end of a booking.

Cancellation Policy

Including Casual and Regular Hire

Newlands Parish Council reserves the right to cancel any hiring, whether casual or regular, at any time particularly for maintenance, urgent repairs and/or all-day functions. The Parish will endeavour to give one month's written notice.

We will not be responsible for any loss or expenditure incurred by the hirer, their members or guests as a result of cancellation.

Notice Required – Casual Hire

At the time of booking, all casual hirers must pay a cash security bond and a minimum of 10% of room hire charges to secure the date and time of the event. If the event is cancelled for whatever reason, and regardless of timescale between cancellation and the event, then the bond is retained by the Parish. Any other room hire charges paid will be refunded at the rates given below:

More than 3 months' notice before the event date then 100% of room hire charges paid will be refunded;

Less than 2 months' notice before the event date then 50% of room hire charges paid will be refunded;

Less than 1 months' notice before the event date then no refund will be given.

Notice Required – Regular Hire

The Parish requires one month's written notice of a booking termination. If less than one month's notice is given then one month's hire charge will be levied.

For cancellation of a one-off class or group then notification must be received by the office, either by telephone or email as soon as it is practical but as much notice as possible is required. An account credit will be at the discretion of the Parish.

Privacy Policy

What personal information do we collect?

We collect information about you when you request a room booking or when you become our customer. We collect data such as your name, contact details and other relevant details specific to the needs of our organisation.

How do we use your information?

Our lawful basis for processing your information under the General Data Protection Regulations (GDPR) is under the legitimate interest's principle.

We control and process your data to fulfil contractual obligations.

We share data with third parties, such as debt recovery agencies, law enforcement agencies, professional advisors, and other relevant parties.

Information we hold about you that is on an invoice will be retained for no longer than 6 years following the end of our financial year in order to meet legal, tax or accounting requirements. Information on a booking form or on a membership database will be held for one year then destroyed.

Employees and other workers

We collect and maintain personal and sensitive information about employees, contractors and other workers we employ, as well as job applicants and former employees. This information includes: name, contact details, gender, proof of identity, proof of qualifications, bank details, nationality, references, health questionnaire and next of kin.

As an employer we use data to fulfil our statutory obligations, such as paying salaries, tax, national insurance, health & safety in the workplace, which may also involve sharing information with third

parties such as but not limited to: insurers, professional advisors, recruitment agencies, HMRC, DWP, pension and life assurance companies, and other relevant parties.

Information provided to us during a job application process will be retained by us as part of an employee file for the duration of employment plus 6 years following the end of employment and our financial year. This includes criminal records declaration, fitness to work, accidents at work, records of any security checks, references and eligibility to work in the UK.

An unsuccessful candidate at any stage of the process, the information that has been provided until that point will be destroyed and deleted from our records after 6 months.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

Your rights explained

We will not contact you for marketing purposes.

You also have the right to ask for a copy of the information we hold about you

You also have the right to ask us to delete or correct any information we hold about you that is incorrect; to restrict the processing of your personal data; and to object to the processing of your data. We will consider and evaluate all such requests received.

Such requests should be made to: bookings@newlands-pc.gov.uk

Changes to this privacy notice

We keep our privacy notice under regular review and in accordance with current legislation and guidance. We will notify any changes to this notice by posting on our website. This privacy notice was last updated on 25 May 2018.

Contacting Us

If there are any questions regarding this privacy policy, please contact bookings@newlands-pc.gov.uk