

# **THATCHAM MEMORIAL HALL & PLAYING FIELDS FOUNDATION**

Registered Charity No: 300214

## Booking Clerk

Mrs K Pitt

Thatcham Memorial Hall, Brownsfield, Bath Road,  
THATCHAM, Berks, RG18 3AG

Telephone: (01635) 868 244

Business Hours 9.00am -12.00pm Monday to Friday

## Caretaker

Mr Gary Lewis

Emergencies only

Mobile: 07402 023889

### **THIS IS A NON SMOKING VENUE.**

**EVIDENCE OF SMOKING WILL RESULT IN A RETENTION OF YOUR DEPOSIT  
AND A £500 FINE**

## **STANDARD CONDITIONS OF HIRE**

1. To comply with fire regulations maximum attendance is limited to 150 persons. Tables and chairs are available for not more than 120 persons. Fire exits are clearly marked in the hall, lounge, kitchen and committee rooms. Fire extinguishers are available at all fire exists.
2. Premises are to be swept, tidied and left in a clean condition after each hire. Chairs and tables to be returned to store, crockery and cutlery to be washed but not stored away in order to be checked, and for this purpose an additional 1 hours hire is required. All items or breakages will be deducted at cost from deposit.
3. Children's Parties: All food and drink must be kept in the lounge area at all times
4. All tables and chairs are to be wiped down after use.
5. Keys are not issued, caretaker will unlock at the time of letting and return to re-lock upon time of expiry and the hirer is responsible for the premises whilst the hall is unlocked.
6. Hire charges where applicable will include use of furniture, water, heating, crockery, cutlery, cooker, refrigerator, etc.
7. Hirers must instruct musician/disco operators that sound is to be kept to a reasonable decibel level as complaints of excessive noise could lead to prosecution and possible imprisonment. Smoke effect machines are not permitted, these cause the smoke detectors to go off a £50 call will be charged to reset.
8. Premises must be vacated promptly when times has expired as additional time will be deducted from deposit at an appropriate rate.
9. Minimum hire period shall be for two hours with no exceptions.
10. Cancellations should be notified in writing at least 14 days prior to date of booking or no refunds will be made, except in special circumstances at the discretion of the booking clerk.
11. All bookings to be made in writing with full deposit and 50% of hire charge at time of booking. The balance shall be paid not later than 28 days prior to the date of hire.
12. The Thatcham Memorial Hall can be hired on Bank Holidays (excluding Christmas Day, Boxing Day, New Year's Day, Good Friday & Easter Sunday) subject to staff availability. Double rate charge will apply.

13. The Committee reserve the right to cancel bookings in the event of the Hall being required for elections or other exceptional circumstances. In which case the Hirer shall be entitled to a refund of any fee or deposit already paid.
14. The Committee shall not be liable to the Hirer for any loss or damage whatsoever, due to the premises being rendered unfit for the use which it has been hired.
15. No screws or nails of any kind are to be driven into the floor, walls or ceiling. Nor are drawing pins, sellotape, blue tac or similar to be affixed to the walls, doors or ceiling for any purpose whatsoever. And no substances to be applied to the floor as this affects the non-slip surface.
16. The Hirer will during the period of hire, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
  - a. The Hirer will respect the 2 Disabled bays we have for our less able user's, and not use these for the purpose of loading and unloading equipment during the hire.
17. The hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way to do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
18. The sale of alcoholic liquor is only permitted by a licensed bar which has obtained an occasional license, this must be approved by the booking clerk
19. The hirer shall indemnify the committee for the cost of repair of any damage done to any part of the building including the cartilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.

NB If the Hirer is in any doubt as to the meaning of any of these conditions, please contact the booking clerk.

Deposits are normally refunded within 5 days of the function, after inspection by the Clerk has been made, subject to the conditions of hire being adhered to.