

Kenilworth Tennis, Squash & Croquet Club (KTSCC)

**Crackley Lane, Kenilworth CV8 2JS**

**01926 852673**

# STANDARD HIRE COSTS & CONDITIONS

**PRICING STRUCTURE:**

**The Clubhouse Hall is available for hire between the hours of 9.00 am and 11.30 pm. A KTSCC staff member will give access to the Clubhouse up to an hour before the commencement of the hire period (unless arranged otherwise) and will close at the end of the agreed hire period.**

**It is suggested that HIRERS allow a minimum of 30 minutes either side of their function to allow for setting up /tidying up & cleaning.**

**ALL BOOKINGS are subject to a refundable cleaning / damage deposit. This to be refunded provided the Clubhouse is left in a clean and tidy condition.**

 **Evening hire deposit £ 40.00**

 **Daytime hire deposit £ 25.00**

 **Kitchen hire deposit £ 50.00**

**A non-refundable deposit of 25% of the agreed hire charge is payable upon booking.**

**The balance of the fee is payable on or before the date of hire.**

**HIRE CHARGES**

**Lower function room and bar area. Evening rate (7.00pm to 11.30pm) £100.00 per hire**

**Use of KTSCC Kitchen £20.00 per hire**

**Lower function room only Day time rate £20.00 per hour**

**Ongoing / regular hire charges by negotiation.**

***PLEASE READ THIS CAREFULLY BEFORE SIGNING AND RETURNING THE AGREEMENT.***

***PLEASE TAKE IT WITH YOU TO YOUR FUNCTION FOR POINTS OF REFERENCE***

**(If the Hirer is in any doubt as to the meaning of the following, they should contact the KTSCC on 01926 852673)**

**1. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and 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, i.e. caterers, entertainers etc, together with proper supervision of car parking arrangements so as to avoid obstruction of the highway.**

**2. THE HIRER shall indemnify KTSCC for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.**

**3. THE HIRER will be responsible for leaving the function room and other areas in the state in which it was found including: storing away of all tables and chairs; vacuuming and sweeping of floors, ensuring that no substances are ground into the floor coverings such as popcorn, candyfloss, sticky sweets/food etc; leaving the Centre properly locked and secured as directed, any contents temporarily removed from their usual positions be properly replaced. Otherwise the Club shall be at liberty to make an additional charge.**

**4. THE HIRER should be respectful of other users, particularly club members using the facilities. Club Members will, for the purposes of access to playing and other Club facilities, walk through the Hall.**

**5. THE HIRER will ensure that no banners, balloons, streamers, posters are fixed to the walls with glue, Sellotape, blue tack etc in order to prevent damage to the paintwork.**

**6. THE HIRER shall, if preparing, serving or selling food observe all relevant food, health and hygiene legislation and regulations. A copy of the Food Hygiene Certificate for the person or persons responsible for food preparation and service will be provided on demand.**

**7. THE HIRER shall ensure that all rubbish is put into bin bags and then into the bins located adjacent to the front entrance, observing the relevant segregation requirements**

**8. THE HIRER shall ensure that the Club’s NO SMOKING policy is strictly adhered to.**

**9. THE HIRER shall ensure that no dry ice/smoke effects or bouncy castles are used, without specific prior agreement. Bouncy castles will only be allowed provided adequate insurance provision is made. A copy of the relevant certificate MUST be lodged with KTSCC prior to the event.**

**10. THE HIRER shall ensure that any electrical appliances brought into the Clubhouse should be safe and PAT (portable appliance test) tested.**

**11. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring the premises anything which may endanger the same or any insurance policies in respect therefore nor allow the consumption of alcoholic liquor thereon without written permission.**

**12. THE HIRER shall be responsible for obtaining such licences as may be needed and for the observance of the same and shall ensure that nothing is done in relation to the premises in contravention of the law in relation to gaming, betting and lotteries.**

**13. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage play.**

**14. THE HIRER shall ensure that no animals except assistance dogs are brought into the club.**

**15. THE HIRER shall ensure that children are adequately supervised at all times**

**16. THE HIRER shall ensure that emergency exits are only to be used IN AN EMERGENCY and not as a normal thoroughfare. If emergency exits are used, THE HIRER to ensure they are closed properly.**

**17. IF THE HIRER wishes to cancel the booking before the hiring date, any deposit payment will not be refunded and the repayment of any other fee shall be at the discretion of KTSCC.**

**18. IN THE EVENT of the function room or any part thereof being rendered unfit for the use for which it has been hired, KTSCC shall not be liable to the Hirer for any resulting loss or damage whatsoever.**

**19. THE HIRER is allowed access to other areas of the Club as required but not for exclusive use unless by prior arrangement and agreement. Requests for exclusive use of other areas of the Club over and above the Hall must be requested at the time of booking.**