

## **SALSAL Terms and Conditions for Hall Hire**

The person whose name appears on this declaration form must be over 21 years of age and will be deemed to be the hirer. The hire of the Hall entitles the Hirer to the exclusive use of the Main Hall and Hall Bar for a maximum of 80 guests, shared use of the adjacent kitchen, if required, access to the Ladies and Gents Toilets and use of tables and chairs to allow seated refreshments to be served. Guests are prohibited from using the Members Bar, Grassed Areas or Changing Rooms.

Please be aware that the patio area directly outside the main pavilion is for use by hirers and members. Hirers should act responsibly and supervise children at all times when using the patio area. If a game is in play on the grassed areas adjacent to the patio area during the hire, then SALSAL will not be liable to any hirer or their family for any claims, demands, injuries, damages or actions arising due to any injury to any hirer person or property.

All use of the hall and facilities outlined above is subject to you, the hirer, accepting responsibility for arranging furniture and equipment within the hall and returning them to their original positions and for securing doors and windows of the premises. All users shall also leave the premises and surrounds in a clean and tidy condition.

In the event of any damage to the building or furniture or the loss or breakage of any article or property owned by S.A.L.S.A.L either during the period of hire or at any other time during which the hirer or any person associated with him/her shall be using the premises for any purpose, the expense of replacing or making good the same shall be borne by the hirer.

Any cost incurred by S.A.L.S.A.L in calling the Police or other emergency services to the premises shall be deducted from the damage waiver.

All exits, gangways, passages, corridors, lobbies and external passageways must be kept clear and free from obstructions. No alterations or addition to the existing lighting arrangement shall be made unless otherwise arranged and no lighted oil stove, lamp or candle shall be used in any circumstances.

All articles, goods and refreshments brought onto the premises must be removed at the time of departure and taken off site, unless by prior arrangement. Please ensure that you leave the kitchen and its appliances as you found it.

The interior of the entire SALSAL premises are NO SMOKING and it is the responsibility of the Hirer to ensure this condition is adhered to.

SALSAL cannot be held responsible for any loss or damage to cars parked in the Car Park. Cars parked there are done so at the car owner's risk.

### **Bar**

Whilst the club has a bar, an additional charge will be levied if the bar needs to be opened outside normal opening hours. The charge will depend on the time of day, duration and nature of the hall hire.

### **Parties**

Our licence permits us to serve alcohol until 11pm, followed by a 20 minute drinking up period allowing people to disburse in a controlled manner. Our licence also stipulates that all external doors should be closed by 10pm. The hirer and all occupants **MUST** vacate the property by midnight. Special notice should be given to the fact that we have a music licence until 11:00pm. If the hirer allows music to be played after this time, their deposit will not be refunded.

We do not allow guests to bring in their own alcoholic drinks, except by prior agreement. Anyone caught bringing in their own drink will be asked to leave, without exception. Should you wish to bring in your own Champagne for toasting then we must be notified at least 14 days prior to your party. A charge of £6.00 per bottle is required in addition to all other charges which must be paid at the time of notification.

Due to council rules the club will not provide for 18<sup>th</sup>/19<sup>th</sup>/20<sup>th</sup> or 21<sup>st</sup> Birthday Parties under any circumstance.

It is against the law for anyone under 18 to buy or consume alcohol on our premises. We reserve the right to request proof of age from all guests. If any of your guests are young looking then please ensure that they have identification on them as we have the right to ask and the right to refuse.

Access to the hall and kitchen for an evening booking will be from 7pm, unless otherwise arranged.

When placing decorations, please use White Tack, no pins or sellotape.

Please be respectful to our premises, staff and also our neighbours.

## Payment and Damage Waiver

<b>SALSAL Hall Hire charges: (reviewed annually in October)</b>	<b>Hourly Charge</b>
1. Monday to Friday 9am to 5pm	£30.00
2. Monday to Thursday 5pm to 11:00 pm	£35.00
4. Friday 7pm to 11.00pm	£300 session rate
5. Saturday 7pm to 11.00pm	£380 session rate
5. Sundays 9am to 10:00pm	£40.00

Please note that the bar is included in the price for a Friday and Saturday evening booking (7-11.30pm). Should you require the use of the bar and bar staff at any other time an extra charge of £10 per hour is added to the above hourly rates.

With the exception of advance payments for block bookings, payment is required in full at the time of booking and you have up to 28 days before the date of your booking to cancel free of charge.

Credit and debit cards required through online payment via Paymentsense.

Damage Waivers/Deposits will be returned (via internet banking) after the function has been held and there has been no damage to or interference with the property, fittings, equipment, no additional cleaning and no complaint which may result in a cost by S.A.L.S.A.L

A 10% discount will be given for 12 bookings or more. A further 10% discount will be given for advance payment (only applicable for multiple bookings). Single bookings must pay in advance. Not for profit organisations can become members of SALSAL where they will pay subscription levies that will be in the region of 10% cheaper than hiring the hall on a week to week basis. This is in addition to the two 10% discounts above.

For private functions held by members a members discount on hall hire will be applied (10%).

\*Home Clubs\* are Staines Hockey Club, Staines and Laleham Cricket Club, Laleham Archery Club and Staines Town Juniors Football Club.

SALSAL reserve the right to release the booking if the Damage Waiver/Deposit or Hall Hire fee are not received 28 days prior to the event.



Staines and Laleham Sports and Leisure

Home of:  
Staines Hockey Club  
Staines and Laleham Cricket Club  
Laleham Archery Club  
StainesTown Juniors Football Club

## Complaints

Any complaint in respect of the facilities on the premises or connected with the hire of the premises must be made in writing to Mr Colin Reed within three days after the date of hire.

Thank you for choosing S.A.L.S.A.L for your venue.

<b>TYPE OF EVENT:</b>	
<b>DATE OF EVENT:</b>	
<b>START TIME:</b>	<b>END TIME:</b>
<b>DAMAGE WAIVER FEE:</b>	<b>DATE PAID &amp; RECEIPT No:</b>
<b>HIRE FEE:</b>	<b>DATE PAID &amp; RECEIPT No:</b>
<b>NAME &amp; ADDRESS OF HIRER:</b>	
<b>POST CODE:</b>	
<b>CONTACT No. Daytime:</b>	<b>Evening:</b>
<b>EMAIL ADDRESS:</b>	
<b>ADDITIONAL DETAILS:</b>	



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Laleham Archery Club  
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## HALL HIRE – BOOKING FORM

Please take a moment to let us know how you heard about SALSAL – thanks.

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### DECLARATION

I agree to and accept the Terms and Conditions of Hire for the function being organised by me and personally undertake to be bound by and liable under the booking conditions: -

Signed: ..... Print Name:.....  
(must be over 21 years of age)

Date: .....