

VWCA Community Centre

Terms & Conditions

The use of hall and premises at VWCA centre are subject to the following conditions and, unless any variation is agreed by the management committee in writing, the user of hall or part of it is deemed to have accepted all the conditions below.

1. Payment, Cancellations, and Damages

Hirers are required to pay the full hire fee at the time of booking. A booking is not considered confirmed until full payment has been received.

Cancellation and Refund Policy

If the Hirer wishes to cancel their booking, the following refund terms shall apply:

- Cancellation made 45 days or more before the event date, a full refund (100%) of fees paid will be issued.
- Cancellation made 30 to 44 days before the event date, a 50% refund of fees paid will be issued.
- Cancellation made within 0 to 29 days of the event date (inclusive), no refund will be issued.

Charging Rates. Please note the current charging rates at the time of booking, as these may vary from time to time.

2. Times and Duration of Booking

Where the hall is let on an hourly basis, any period in excess of an actual hour shall be counted as an additional hour. Bookings for evening functions must terminate before midnight and all guests must vacate the premises by that time. If any form of music is being played this must cease at 23.00 hours. With the agreement of the Centre Manager, the organisers of the function may remain on the premises until midnight to clear up. This condition is necessary to comply with the Council License conditions (brief details are available upon request).

Weekend bookings, especially parties, on Saturdays and/or Sundays must be booked as a minimum block of 4-hours. Please contact the Centre Manager should you require further clarification. Multiple consecutive weekend bookings that span more than 4 weeks can be of a shorter hire period (minimum 1 hour).

3. Bar

Where alcohol is being sold during any function, an additional license must be obtained by the hirer from Runnymede Borough Council 21 days prior to the function date. The terms of the license must strictly adhere to and the person booking the community centre will be held personally responsible for any breach of licence. There are no gaming machines on the premises. Persons under 16 years of age are banned from attending Race Nights or similar forms of entertainment and persons under 18 years of age are banned from betting.

4. Damage/Breakages etc.

The Hirer is responsible for any damage to or loss of Community Centre property during the hire period. The VWCA reserves the right to invoice the hirer for the full cost of repairs or replacements. The Centre accepts no responsibility for loss of or damage to the hirer's or guests' property. The hirer must ensure that all guests comply with these conditions.

5. Use of Other Facilities

Where the booking includes use of the kitchen or other facilities these conditions apply to all such facilities.

6. Cleaning up

The rooms will be made available in a clean and tidy condition and the hirer is responsible for seeing that the centre is left in the same state. All refuse must be placed in the receptacles provided.

7. Fire precautions and Emergencies

- Smoking is forbidden in all areas inside the premises in accordance with Government Regulations.
- Candles and naked flames are not permitted in any area.

Hirers must:

- consider the risks to their group/guests
- appoint a person responsible for the safety of their guests (usually the person making the booking)
- make themselves familiar with the fire exits and fire fighting equipment available
- make themselves familiar with the evacuation procedures. These are displayed on the notice boards.
- ensure that any electrical or other equipment brought into the Village Community Centre is in a safe condition
- ensure that all electrical leads are stowed safely and that power sockets are not overloaded

- ensure that all emergency exits are not obstructed and that the emergency door are not tampered with
- under no circumstance light bonfires in the grounds.

Fireworks, barbeques and hog roasts are not allowed except with written permission of the committee and on sight of the relevant insurance documents.

8. Car Park

Parking facilities are limited and it is advisable to ensure that cars are parked in an orderly manner to ensure maximum usage. Please also note:

PARKING IS AT OWNERS RISK.

THE MAIN ENTRANCE MUST BE KEPT CLEAR FOR EMERGENCY VEHICLES AT ALL TIMES.

9. Outside Space

The recreation space is divided between the side garden and rear garden. Note that the side is private and not for the use of the hirer. The rear garden forms part of the community centre and may be used by hirers as designated, subject to the rules of use set out herein.

10. Problems

Should any difficulties arise during the use of the premises, the Centre Manager, should be consulted.

The Premises License requires that the VWCA ensure that music does not cause a nuisance to nearby residents and the user is required to control the amplification so that no such nuisance is created. It is also requested that the users and their guests arrive and leave the premises as quietly as possible in order that they do not cause a nuisance to nearby residents.

The Centre Manager has instructions to advise the police should circumstances make it necessary.

The VWCA welcome comments on the Community Centre Facilities and these should be made in writing by email to the Chairman VWCA, at secretary@vwca.org.uk

If you experience any emergencies or require immediate assistance, please contact the Centre Manager without delay. For non-urgent issues, a log book is available at the reception where you may record any concerns or feedback about the facilities. Your cooperation helps maintain a safe and enjoyable environment for all users.