



UPWELL HALL - Important Conditions of Hire

Hall Capacity

Upwell Hall is licensed for the following capacity: -

When used for dancing: 160 - NO TABLES

When used for functions utilising seating at tables: 150

When used for closely seated audience: 200 - PLAYS, CONCERTS.

All the above capacities must include bar, catering staff, disco, band etc.

PAYMENTS:

The return of the completed Hiring Agreement with either a 50% deposit or full payment is required to secure your booking.

Cash, cheque, or card are acceptable for payment of the 50% booking deposit. **Any balance owing must be paid by cheque, cash or online not later than 1 calendar month prior to the event.**

HIRERS RESPONSIBILITY:

As the hirer, or named person on the Hiring Agreement, you are responsible for the conduct of your guests whilst within the Hall premises. This area is as follows: - Road frontage to the fence, surfaced carpark, curbed edge to the rear and the Garden area.

This is especially important for events such 18th and 21st birthday parties etc. which can easily get out of hand.

Please respect the rights of those living near Upwell Hall who have no wish to be disturbed late at night.

You are responsible for the security and locking up of Upwell Hall after your event AND FOR CLOSING AND LOCKING THE CAR PARK GATE if the event is in the evening. £20.00 of your 'Security Deposit' will be retained if you do not close and lock the gate after your event.

You are responsible for clearing up after your event, all rubbish must be placed in the two blue wheelie bins situated at the rear of the Hall, via the exit door by the bar. **Please ensure you leave the Hall in a clean and tidy condition AS YOU RECEIVED IT!**

SECURITY DEPOSIT: You will be advised if any breakage or damage is found, or if anything is missing. Upwell Hall Committee reserve the right to retain in full or part, any of the Breakages/Behaviour deposit if glasses and bottles are found outside the Hall premises, to cover the cost of collecting or replacing broken glasses.

Glasses and bottles SHOULD NOT BE TAKEN OUTSIDE and should under no circumstances be taken into the Children's Play Area situated on the Playing Field.

Upwell Hall cannot be held responsible for any lost or stolen property whilst on the Hall premises, including any vehicles.

Full terms and conditions of hire can be found on the with the customer copy of the Hiring Agreement.



Bar Conditions: The Upwell Hall bar will no longer be supplying kegs of beer or lager due to wastage and the expense incurred to the hall. Bottles and cans will be supplied all branded - beer, lagers, ciders, and real ales.

If your function or event requires a licensed bar, you must arrange this with the Hall Manager at the time of booking. The Hirer will assume all responsibility of ensuring that Upwell Hall's Licensing Agreement is adhered to for the duration of their event. You should contact our Bar Manager two weeks before your event with numbers of guests expected at your event - TO BE AS ACCURATE AS POSSIBLE to enable the bar to be appropriately staffed.

If the bar is required to open before 7pm FOR AN EVENING EVENT, this will incur a £10 per hour charge.

You or YOUR guests are NOT allowed to bring alcoholic drinks into the premises, this is illegal and you, the hirer, will be breaching the licensing conditions of Upwell Hall.

THE BAR WILL BE CLOSED, and You and your guests may be asked to leave the Hall by the Bar Manager and the Breakages/Behaviour Deposit will be retained in full or part if it is reported that alcohol has been bought onto the premises.

It is illegal for any person under the age of 18 years of age to purchase alcohol, or have alcohol purchased for them. Proof of ID will be asked for by bar staff, Upwell Hall operates the 'CHALLENGE 25' policy as displayed within the Hall

ANY threats verbal or physical towards our bar staff will be reported to the Police

In signing the attached Hire Agreement, it is taken that you have read and accept the above Important Conditions of Hire.

I confirm that I have read & agree to abide by the conditions listed above:

Name (print)Signed:

Date:

PLEASE RETURN THIS SIGNED AGREEMENT WITH YOUR BOOKING FORM