

Terms and Conditions of Hire

- 1 Applications for hire must be made at least 14 days prior to the hire date. All applicants must be 18 years old and over.
- 2 The hirer must ensure that all persons, equipment, goods and personal effects have left the building no later than the agreed let time. Any storage of equipment outwith the agreed let time must be agreed in writing by The Wynd Centre.
- 3 The hirer must not use the premises for any purposes other than that stated on the booking form and agreed by The Wynd Centre
- 4 No alcoholic liquor shall be sold or consumed on the premises without prior written approval and License from Renfrewshire Council. Any bars must be closed one hour before the end of the agreed hire period.
- 5 The Wynd Centre reserves the right to refuse any hire without having to give any reason.
- 6 If appropriate, the hirer must comply with all Performing Rights Society regulations and supply any information requested by the Wynd Centre.
- 7 The hirer is to pay the full amount for the hire of the hall no later than 7 days after the date of invoice, unless alternative payment arrangements have been agreed in writing with the Wynd Centre.
- 8 The hirer is responsible for any costs associated with the loss or damage to the building or fittings, fixtures and furnishings occurring during the hire period and no decorations, scenery or notices should be fixed to any part of the building without the approval of the Wynd Centre.
- 9 The hirer must leave the premises in a clean and tidy condition and remove all refuse to the satisfaction of the Wynd Centre. Failure to do so will incur a charge for cleaning which will be made by the Wynd Centre to the hirer which is to be paid within 7 days of being raised.
- 10 The hire of any facility may be cancelled at any time by the Wynd Centre due to circumstances (of which the Wynd Centre will be sole judge) and no compensation will be payable by the Wynd Centre to the hirer.
- 11 Serial Lets are accepted on the condition that they may be subject to cancellation should the venue be required for any purpose deemed necessary by the Wynd Centre (of which they shall be the sole judge). The Wynd Centre will endeavour to give a reasonable period of notice to the hirer, no compensation will be payable by the Wynd Centre to the hirer.
- 12 A cancellation fee of 50% will be charged to the hirer in the event of them cancelling their let. When a cancellation is made less than 7 days prior to the hire date a 100% cancellation fee will be payable at the discretion of the Wynd Centre.
- 13 The hirer is to follow the instructions of the Wynd Centre's caretakers or representative at all times and Wynd Centre staff must have access to all parts of the building during the period of hire.
- 14 The hirer is responsible for the safety of persons in the hall during the period of hire and must inform those persons of the positions of fire exits and of the evacuation procedure. All hires must conform to Health & Safety legislation and the Wynd Centre's Health & Safety policy.
- 15 The hirer shall not alter any electrical fixtures and no pyrotechnics shall be used without prior written approval of the Wynd Centre.
- 16 No animals other than guide dogs are allowed within the building without prior written approval of the Wynd Centre.
- 17 The hirer shall be held responsible for the behaviour and actions of persons or agents working in the building for the hirers agreed time of let.
- 18 A sufficient number of stewards must be provided by the hirer. The Wynd Centre reserves the right to specify and engage stewards at the expense of the hirer, in which event a deposit may be required from the hirer at least 14 days prior to the hire date. Any additional costs incurred by the Wynd Centre are to be paid by the hirer within 7 days of being raised.
- 19 Any goods sold within the premises must comply with the terms and conditions of the Sale of Goods Act, 1979 as amended by the Sale and Supply of Goods Act 1994 and any other relevant legislation. The Wynd Centre accepts no liability whatsoever for any goods sold to third parties.
- 20 The hirer must insure themselves against loss, theft or damage of property belonging to them or any other party within the hall during the period of hire. The hirer must also have sufficient public liability insurance to include insurance for death or injury of persons within the building during the period of hire. If requested by the Wynd Centre, the hirer's policy of insurance is to be exhibited no less than 7 days prior to the period of let.
- 21 The Wynd Centre accepts no responsibility whatsoever for theft, loss or damage howsoever caused to personal effects, goods or equipment belonging to the hirer or any person in the premises during the period of hire nor for any third party liability.
- 22 THE WYND CENTRE OPERATES A NO SMOKING POLICY

Your Signature

I have read the above terms and conditions and agree to be bound and abide by them, and I accept full responsibility for the payment of any and all charges or invoices relating to this let. I understand that this booking is not guaranteed or confirmed until written confirmation is received.

Name (Print): _____

Date: _____

Signature: _____

1 Contacting us and General Information

Contacts: Georgette Burt georgette.b@thewynd.org.uk
Glen McGregor glen.m@thewynd.org.uk

Address: 6 School Wynd, Paisley PA1 2DB
Telephone: 0141 887 4647 Option 2 **Fax:** 0141 848 5139

Notes on Completing this Form

- (i) Sections 2, 3 and 4 provide basic information. Please call for full details.
- (ii) Please complete ALL the sections (4 thru 8) in the middle pages to help us to provide a better service to you.
- (iii) Fill out and sign section 10 (Declaration) on the back page. We will not accept bookings without a signatory.
- (iv) Send the form back to the address shown above. Please note that we do not accept faxed booking forms

2 Standard Opening Hours & Booking Information

Normal days	Normal Hours
Monday to Friday	9.00am to 10.00pm
Saturday	9.00am to 6.00pm
Office hours	9.00am to 12.00 Noon – 1.00pm to 4.30pm Monday to Thursday, 2.30pm Friday

The Wynd Centre is available for hire Saturday/Sunday out with these normal hours – please call for more details.

All accommodation is available on an hourly basis and there is a minimum charge of two hours for each space. Block bookings are accepted depending on space required and period of the let and in such circumstances discounts may be given.

3 Event Packages

We are able to offer a range of Event Packages to suit your event requirements. For availability and pricing please contact the Wynd Centre Office for details.

These packages include general seating/table set-up. Single microphone via a PA system are only available on a per session booking.

Consecutive sessions will attract further discounts at the sole discretion of the Wynd Centre.

4 Accommodation

Main Hall (120 max)	Main Hall 1(50 max)	Main Hall 2 (80 max)
Lower Kitchen		
Lesser Hall (50 max)		
Apse Room (20 max)		
Meeting Room (Single)	Meeting Room (Double)	Meeting Room (Triple)
Wynd Coffee Shop		
Wynd Coffee Shop Kitchen		
TV / Video		
Flipchart		
Screen		
OHP		
Data Projector		
PA System		
Laptop		
Tea, Coffee & Biscuits		
Lunch (provided by external caterers)		

5 Information about You and Your Organisation

(a)	Name of Hirer/Organisation	<input type="text"/>		
	Invoice Address	<input type="text"/>		
	Post Code	<input type="text"/>		
	Telephone	<input type="text"/>		
	Main Contact	<input type="text"/>		
	Email	<input type="text"/>	telephone	<input type="text"/>
	Second Contact	<input type="text"/>		
	Email	<input type="text"/>	telephone	<input type="text"/>

(b) Is your organisation a Registered Charity? Yes No Charity No.
(proof of charity status will be required)

6 Event Information

Purpose of Let

Is this an open to the public event? Yes No Is it a Ticket Event? Yes No

Please give details of Ticket Prices:

How many people are expected at your event?

Additional Information (please use this section to give us any information that you feel we may require ie table chair setup)

Type of Let: **Single Let** (go to section 6) **Block Let** (go to section 6)

7 Single Let

	Day of Let	Date (dd/mm/yy)	Accommodation	Start Time	End Time	Office Use
1						
2						
3						
4						
5						

Please provide details of all your accommodation requirements for your event. Details of Centre normal opening hours are given on the front page of this form. All lets must include setting up and leaving time. Over-runs will be charged for.

8 Block Let

Please fill out this section if applying for a block booking. Block bookings must be made annually and will be reviewed annually. All block bookings must be made by the end of November of the preceding year otherwise the Wynd Centre cannot guarantee to meet your requirements. All lets must include setting up and leaving time. Over-runs will be charged for.

	Day of Let	Accommodation	Start Date	Last Date	Start Time	End Time	Office Use
1							
2							
3							
4							
5							

9 Other Requirements

Please provide details of other requirements such as equipment or catering that you will require.

Item	Number		Office Use
PA System			
TV/Video			
O H P			
Data Projector			
Screen			
Flipchart			
Laptop			
Tea, Coffee and Biscuits		Time(s) Required:	

10 Payment and Cancellation

Payment

- (i) All lets of £100.00 or less must be paid at the time of booking.
- (ii) All lets over £100.00 require a deposit of 10% of the total charge to be paid at the time of booking. The balance due must then be paid no later than seven (7) days from the date of invoice. Deposits are non-refundable.
- (iii) VAT at the standard rate is payable on all letting charges unless exemption is proved.

Cancellation of a Confirmed Booking

- (iv) If you cancel your booking up to seven (7) days prior to your hire date a fee of 50% of the total event costs will be charged
- (v) If you cancel your booking within seven (7) days of your hire a fee of 100% of the total event costs will be charged.

11 Declaration

Important Information

The person signing this form and declaration will be deemed to be the **RESPONSIBLE PERSON** for the purposes of the let. It will be their sole responsibility to ensure all letting charges are paid in full.

Declaration

I have read and understood the enclosed **TERMS & CONDITIONS** and agree to be bound and abide by them. I accept that I have the authority to accept full responsibility for the payment of any and all charges or invoices relating to the information I have provided in the preceding pages. I understand that this application is not guaranteed or confirmed until written confirmation is received.

Your Name (Print) _____

Your Signature _____

Application Date _____

It is a condition of all lets involving children and young people that the provisions of current child protection legislation are met in full.

Application Information

Application Taken/
Received By:

Date Application Received:

Approved

Rejected

Reason for Rejection:

Date Entered into ResSched:

Entered By:

Confirmation Information

Confirmation Letter
Prepared By:

Confirmation Letter Date:

Sent By:

Hire Charges

Accommodation Charges:

£

(within normal hours)

Accommodation Charges:

£

(outwith normal hours)

Other Charges:

£

(Tea, AV, etc)

TOTAL CHARGES:

£

Deposit Received:

£

Received By:

Balance Due:

£

Invoice Raised:

Invoice Number:

Invoice Date: