



New Windmill Hall Community Association

New Windmill Hall Community Association
New Windmill Hall
St. Mary's Lane
Upminster
RM14 2QH

Dear Sir/Madam

Thank you for your enquiry regarding the hiring of The New Windmill Hall.

Please be careful to follow these important guidelines to ensure that your booking is validated.

- **Please read the information pack carefully, particularly the *Conditions of Hire*. If you are wishing to book a party please take note of Condition 4.**
- We highly recommend that you view the Hall before you proceed to hire to ensure that it is suitable for your needs. Make an appointment to view on 01708 220242. We cannot accept any responsibility if you fail to do this and the venue proves unsuitable.
- **It is essential to check that the date you wish to book is available by emailing the Lettings Officer at newwindmill@hotmail.co.uk**
- We only book for whole hour or half hour periods and a minimum 3 hour booking is required. **Please allow for setting up and clearing away to be completed within that period. See Item 8 *Conditions of Hire*.**
- Once the provisional booking has been agreed with the Lettings Officer, please forward a completed *Application to Hire* form together with your non-returnable deposit to The New Windmill Hall, marked 'for the attention of the Lettings Officer' (If your total booking costs exceed £250 a £100 deposit is required. If your total booking cost is less than £250 a deposit of £50 should accompany your booking form).
- **We will hold this provisional booking for two weeks from the date of enquiry. If the completed booking form and deposit are not received by that date your booking will be removed from the Diary. Once the booking form and deposit have been received the booking will be secured.**
- **The final balance, together with a further refundable deposit of £200, (£500 for wedding receptions, celebration parties and anniversaries) must be sent at least 30 days prior to the date of the event. The latter deposit is refundable after the event has taken place, subject to the Hall being left as found and having been vacated at the hired time. Please allow 7 working days for this to be processed. Please see Item 8 *Conditions of Hire*.**
- Both the deposit and the final balance can be paid by cheque, payable to New Windmill Hall Community Association, to the above address for the attention of the Treasurer.

Yours faithfully

Hall Lettings



New Windmill Hall
 St. Mary's Lane
 Upminster
 RM14 2QH

APPLICATION TO HIRE THE NEW WINDMILL HALL

- 1) Day and date of function.....
- 2) Time: From.....To..... *Bookings are only taken for whole hour or half hour periods starting on the hour or half hour. (Please allow for setting up and clearing away to be completed within the booking period)*
- 3) What will you be using the hall for?
- 4) Name of Applicant (Capitals).....
- Organisation.....

Address..... Postcode

(Please circle as appropriate)

- 5) Do you require kitchen facilities? **Yes** **No**
- a) For preparing meals / re-heating food **Yes** **No** (if Yes additional cost £85)
- b) For light refreshment i.e. tea/coffee **Yes** **No**

If a) is **Yes**, please provide the name and telephone number of Caterer.....

.....

(See Condition 10 of Conditions of Hire)

- 6) Please enter the approximate number of people attending under the relevant heading below.
(For capacities of hall - see next page)

DANCES/PARTIES	SIT DOWN MEALS	BUFFET	OVERALL TOTAL

- 7) Do you require Theatrical Stage Lighting (including control desk) **Yes** **No**
 (if YES additional cost £10 per hour or £50 per day)

I apply to use the accommodation as shown and if my application is accepted I agree to abide by the Conditions of Hire enclosed with this form. *(I am over 18 years of age)*. Your particular attention is drawn to paragraphs 3, 4, 6, 14, 23 27 and 28 of the Conditions of Hire and the Privacy Policy to comply with GDPR which needs a signature

Signed..... Tel No Home.....

Date..... Tel No Work.....

When completed, please forward a copy of this form together with your non-refundable deposit payable to The New Windmill Hall Community Association to the address shown

above. If your total booking cost exceeds £250 a deposit of £100 is required. If your total booking cost is less than £250 a deposit of £50 should accompany your booking form.

The New Windmill Hall makes an ideal venue for many and varied types of function and event. The hexagonal folded roof in triangular panels has an immense impact on both the acoustic and lighting quality.

Main hall 16.5m x 14.0m

The hall can accommodate the following numbers: Full scale dinners and wedding receptions 150

Buffet receptions and social functions with a small dance area 150 Block seating (concerts, stage plays, films, etc.) 275

Bar facilities

The bar area is situated alongside the stage and is separated from the main hall. Equipped with shelving, storage space and washing up facilities, the bar is accessed for stocking up through its own double entrance doors. Please note that we do not supply bar staff and currently have no license to SELL alcohol, but Hirers may provide their own.

Kitchen

The kitchen is spacious and has a serving hatch direct into the hall. There are two catering sized gas cookers, hot water dispenser and a refrigerator, a wash hand basin and large stainless steel working/preparation surfaces around the walls.

Foyer

A spacious foyer leads straight down to the main hall and is an ideal area to greet your guests.

Toilets

Ladies and gents toilets are situated off of the foyer, together with unisex and baby changing facilities for the less able.

Car parking

There is a pay and display car park adjacent to the hall. Please note that this car park is the responsibility of the London Borough of Havering **not The New Windmill Hall**

IT IS AGAINST THE LAW TO SMOKE ON THESE PREMISES

CURRENT HALL CHARGES

Monday to Friday	9.00am to 7.00pm	£30 per hour
Monday to Friday	7.00pm to 11.00pm	£45 per hour
Saturday	9.00am to midnight	£85 per hour
Saturday Day Rate	9.00am to midnight	£850
Sunday	9.00am to 11.00pm	£65 per hour

Saturday/Sunday lettings of up to 6 hours are charged as above – additional hours charged at £50 per hour. (Saturdays) and £40 per hour (Sundays)

Catering charge for Un-Registered Caterers or Self-Catering - £85.00 per day Charge for additional stage lighting - £10 per hour or £50 per day

Approved Catering List 2019/2020

The Caterers on this list have been approved by the New Windmill Hall Community Association.

Please read Condition 10 of the Hall Hire Conditions regarding the hiring of Caterers. No additional charge for use of the kitchen will be levied when using Caterers whose names appear below.

An entry in this register does not represent a recommendation.

LEAVE IT TO US

26, Rutland Drive, Hornchurch RM11 3EN

01708 442672

Email: leaveittodee@btinternet.com

www.leaveittouscaterers.co.uk

LADY BOUNTIFUL LTD

288, Main Road, Gidea Park, RM2 6LU

01708 765117

Email: helen.dryer4@gmail.com

www.ladybountifulcatering.co.uk

EMERSON CATERING

'Ashendon' 1b, Rayburn Rd

Hornchurch RM11 3TP

01708 459898

Email: enquiries@emerson-catering.co.uk

www.emersoncateringhornchurch.co.uk

KANCHANS Punjabi Catering

53-55, Perth Road, IG2 6BX

0208 518 9282

Email: PeterBaxi@KanchansGroup.com

www.KanchansGroup.com

General Data Protection Regulations

New Windmill Hall Privacy Policy

When you sign the booking agreement for the hire of the New Windmill Hall you are agreeing to the following:

Your personal details to be held in a password protected laptop to enable us to contact you with further information regarding your booking.

Your bank details for credit transfer and refunds to be held in a separate password protected laptop

Your booking to appear on the on-line Diary as a reference with no name attached.

The hard copies of your booking form and invoice to be stored in a locked filing cabinet

Your information will not be passed on to a third party

Please tick the boxes against each criteria and sign below. **Please ensure that this page is returned with your completed booking form.**

Name.....Date.....

Hall Lettings – Conditions of Hire

1. The Application for Hire, when completed by the Hirer, together with these conditions and any special conditions shall constitute the Agreement for Hire of the Hall premises and other property specified to the Agreement.

2. The Application for Hire must be forwarded to Halls Lettings, New Windmill Hall, St. Mary's Lane, Upminster RM14 2QH, accompanied by a deposit of the overall payment to The New Windmill Hall Community Association. If your total booking cost exceeds £250 a deposit of £100 is required. If your total booking cost is less than £250 a deposit of £50 should accompany your booking form. The association recommends that venues are viewed prior to booking. Should the Hirer fail to do this the association does not accept any responsibility should the venue prove to be unsuitable for your needs.

3. The association may refuse any application for hire without giving reason. The association may also terminate any Agreement of Hire at any time up to and including the date of hire if the Association become aware of any fact which would at face value not be in the interest of the association to proceed with the hiring agreement or which might otherwise prejudice the association's standing and responsibilities as a Community Association. In the event of such cancellation, the association's liability to the hirer will be limited to a full refund of deposit monies and any other payment made by the Hirer to the Association in respect of the hiring.

4. The Association does not accept birthday parties between the ages of 13 to 21 inclusive or bookings for any political or trade union purposes nor for religious activities. The association reserves the right to terminate any Agreement of Hire at any time up to and including the date of hire if the association becomes aware that this condition has been disregarded.

5. The Hirer, or a responsible person whose name and address has been notified to the New Windmill Community Association before the date of the hiring, must be in attendance at the premises throughout the period.

6. The Association reserve the right to vary the hiring fees at any time before the date of the event for which the hall has been hired, notwithstanding that payment of the fee has been made and accepted. In the event of the charge being increased, the hirer must pay the additional fee before the date of hire.

7. The Hirer, who must be over 18 years of age, will be required to pay the full hire charge with a £200 or £500 refundable deposit within 14 days of receipt of invoice.

8. All setting up and clearing away is to be carried out during the hired time period. The Hirers shall, at the expiration of the period of hire, leave the hall in a tidy and orderly state. If the booked time is exceeded and the hall conditions are not complied with and extra cleaning time is required, monies will be deducted from the returnable deposit at the hourly rate of the original booking. Please note that if a Hirer refuses to leave the premises at the end of the period of hire, the Committee reserves the right to call the police .

9. For occasional bookings, i.e. weddings, dinners, dances, etc. the Hirer is advised to contact the Hall Steward at least seven days before the date of the hiring in order to finalise arrangements.

10. Hirers may employ a caterer whose name appears on the Association's Register of Approved Caterers. If a Hirer wishes to employ a caterer whose name does not appear on the register, a copy of the caterers Public Liability Insurance certificate for £5m and the Institute of Environmental Health Officers' Basic Food Hygiene Certificate in the name of the proprietor or the person in charge, must be forwarded to the New Windmill Hall with the Application of Hire and deposit. If catering is carried out by a caterer not on the Association's Approved Caterers Register, or by self-catering, an additional fee will be levied of £85.

11. Caterers or other persons using the hall are not permitted to load crockery or other catering equipment onto vehicles after 11pm.

12. No items likely to cause damage to the floors or halls, e.g. Bottle cases, barrels, etc. shall be brought into, or allowed to remain in the hall, without necessary precautions being taken by the Hirer

or the licensee to safeguard the property.

13. Fire or appliances with naked flames are not permitted.

14. The Hirer is responsible for the preservation of good order and shall fully compensate the Association for any damage to the premises or any damage to, loss of, other property of the Association of whatsoever description and howsoever occasioned except insofar as the Hirer satisfies the Association that such damage or loss was caused by any act or default of the Association or of any employee of the Association acting in the performance of their duties as such employee.

15. The Association does not accept any responsibility for any clothing articles or any other property left by the Hirer, their guests, servants, agents or any member of the public, or any property during the period of hire and the Association shall not be required to provide a cloakroom attendant.

16. The Hirer shall at all time permit full access to the Council's or Association's duly authorised officers to enter or inspect the hired premises. Police officers have the right of entry at all times.

17. The Association will not be responsible for any loss to the Hirer due to the breakdown of machinery, failure of supply of gas, water or electricity, leakage of water or fire, except insofar as any such loss may be caused by any act of default of the Association, or any employee of the Association acting in the performance of his duties as such employee, or due to any government restrictions or Act of God which may cause the hall to be closed or the hiring to be interrupted or cancelled.

18.

(a) The Hirer shall not use the hall or any part thereof for any other purpose than that or which the same is let.

(b) The hirer shall not sub-let or assign the hall or part thereof.

19. The Hall Steward or any other officer or servant of the Association responsible for the hall, has authority to control the volume of sound caused by musical equipment. It is currently set at 98 decibels.

20. An occasional license is not required for the supply of excisable liquor, providing such liquor is given away free of charge. The use of tickets or vouchers for the purchase of drinks is not permissible.

21. In case of evening bookings; Sunday to Thursday the licensed bar must close by 10.30pm and dancing, etc must cease by 10.45pm in order that the hall may be vacated by 11pm, except where the hire period is extended to midnight, when the times are 11.30pm and 11.45pm respectively.

22. All the conditions attached to the Music and Dancing Licence (a copy of which is available for the inspection at The New windmill Hall) and any other entertainment licence appertaining to the use of the hall, shall be duly observed.

23. The hirer shall ensure that all maximum numbers permitted in the hall for the function are not exceeded. If an authorised officer of the Council or Association reasonably believes that this condition is not being complied with, they may require the premises to be vacated.

24.

(a) No bolts, nails, tacks or screws, etc shall be driven into any part of the hall, nor shall any placards or advertising bills be displayed in the hall or on the exterior of the building, except on notice boards provided by the Association for that purpose.

b) Paper confetti is not permitted in the building.

25. No stage fittings or decorations are permitted without having been approved by The New Windmill Community Association. No cottons or wool, or any highly flammable materials shall, on any account be used for decorative purposes within the premises.

26. No alterations or additions may be made to the lighting or power arrangements existing at the time of hire without the written consent of the Association. The Hirer will comply with all conditions attached to such consent.

27. **Health & Safety** – in signing this agreement the hirer and/or their representatives, agents or servers agree to comply to full health and safety standards and procedures required by the local authority as advised and required by hall staff or any other officer or servant of the Association responsible for the hall, both in advance of and during the period of the letting itself, including but not exclusively; keeping fire exits clear, observing proper procedure during fire doors and evacuation drills, adhering to the hall's safeguarding children policy and procedure, code of conduct and child performance licensing regulations, use of hazardous materials, use of and access to specialist and/or hazardous equipment. Failure to do so or to refuse reasonable requests by hall staff may result in suspension or expulsion from the premises without notice or alteration in liability to hire charges for the full hire period.

28. **Safeguarding Children** – in signing the letting agreement, all groups and individuals engaging with young people and children agree to strictly abide by The New Windmill Hall Community Association's **Safeguarding Children policy, procedures and code of conduct** available to view at the New Windmill Hall. Failure to do so may result in the termination of the hire agreement without notice.

CANCELLATION BY THE HIRER

Hirers wishing to cancel a booking may do so on the following conditions:

- (1) Notice of cancellation shall be in writing to Hall Lettings, New Windmill Hall, St. Mary's Lane, Upminster RM14 2QH
- (2) If 28 days or more written notice is given to the New Windmill Hall Community Association, two thirds of the full fee paid, will be refunded.
- (3) If less than 28 days notice is given, no refund will be made.
- (4) In all instances the initial deposit will remain non-refundable.