



## Thetford Town Football Club Conditions of Hire

**Conditions of hire** • these conditions apply to all hiring of the venue. If you are in any doubt as to the meaning of any of the conditions, please contact [ilesey36@gmail.com](mailto:ilesey36@gmail.com), Thetford Town FC, Mundford Road. Thetford, Norfolk • the football club reserves the right to periodically review these conditions of hire.

**Hires at Thetford Town FC discretion** • Thetford Town FC has absolute discretion as to the hiring of its facilities and reserve the right to refuse an application for the hire of the venue.

**Bookings** • Bookings can only be taken from people over the age of 21. • The person making the booking 'the Hirer' is personally responsible for payment of fees and for ensuring these conditions are complied with.

### Payment of Hire Charges •

**Evening Hire 630pm to 1am** = £200 plus £50 Deposit (£50 cancelation fee/Venue left as found)

**Afternoon Hire 4hrs** = £130 plus £50 Deposit (£50 cancelation fee/Venue left as found)

**Afternoon Hire 3hrs** = £110 plus £50 Deposit (£50 cancelation fee/Venue left as found)

**All day Hire 4pm to 1am** = £300 plus £50 Deposit (£50 cancelation fee/Venue left as found)

**All day Hire 2pm to 1am** = £400 plus £50 Deposit (£50 cancelation fee/Venue left as found)

**ALL damages will be charged to the hirer as per our conditions below.**

Hourly rate of £25 if goes over time of bookings

**If the hirer seems to think the deposit is needed to be paid back, then they must send an email to [ilesey36@gmail.com](mailto:ilesey36@gmail.com) with full name and bank details.**

**Final Invoice will be sent out 14 days before date of hire, this is to be paid fully within 7 days of receiving the invoice.**

Setting up the venue either a day before or early for any function to be cleared with the club before the function.

Hire charges to include a club short term membership fee for the principal hire.

• The football club reviews its fees and charges annually. Where full payment has not been received within the correct time scale then the Football Club could cancel the venue hire with the hirer.

- **Damage** • the hirer is responsible for any damage (however slight) to Thetford Town FC property during the hiring of the venue, which is because of the hirer's actions or negligence. • Thetford Town FC reserves the right to make good any damage and recover any costs from the hirer for such damage. • We reserve the right to charge the hirer for the costs of making good any damage to our premises or equipment, or the excesses of any insurance claim the Football Club may have to make because of the hire may be funded. • In no circumstances will the Football Club make good or accept responsibility for the loss, theft, damage of or to any goods or property of the hirer or of any other person, left, deposited, or brought onto the hired premises. If the Hirer has food at our premises and the food isn't cleaned up fully this includes if the food is stained in to the carpet and we have to use a carpet cleaner/Steam cleaner to remove the food stains then the deposit will be lost due to our costs of the cleaner etc • Photographs will be taken to evidence any damage to the premises.

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**Cancellation of Booking** • Notification of cancellation of a booking must be made to [ilesey36@gmail.com](mailto:ilesey36@gmail.com) • **Notice periods:** The deposit (£50.00) will be refunded before 21 days from Invoice Date sent, after 21 days the deposit will be lost • The Football Club reserves the right to cancel any booking if in the unlikely event the venue is required for football club purposes or if the venue is unavailable for reasons beyond the Football clubs control, including but not limited to fire, flood, power failure, heating failure, industrial action, severe weather. • The football club will inform you of any cancellation with as much notice as possible. If the cancellation is made by the Football club a full refund will be given • The Football Club will not be responsible for any additional costs incurred because of the cancellation of the booking • Damage deposit refunds made by card will be refunded within 5 working days after the booking. • If the hall has not been left in a satisfactory condition and the damage deposit is not going to be returned you will be informed in writing within 5 working days of your hall booking.

**Insurance** • Thetford Town FC provides certain insurance cover in respect of its own buildings, furniture, and fittings. The insurance so provided does not extend to goods, equipment, or things other than those provided by the football club • Regular hirers will be required to provide proof of their current public liability insurance, to indemnify the football club in case of a claim, prior to the dates of the hire.

**Use of premises & supervision** • the venue does not offer a continuously manned caretaking facility. • The hirer shall ensure that any spillages in food or Drink are cleaned up immediately to prevent accidents and slippages. • The hirer shall ensure that all doors giving access to and from the hired premises shall be kept unobstructed and immediately available for exit during the whole time the hired premises are in use. • You must make sure that you leave the hall at the time shown on your booking. Any overruns might incur additional charges at the hourly rate of (£25.00) • the hirer shall ensure that users leave the hall in a quiet and orderly fashion and respect the surrounding neighbours. • The hirer will ensure that car parking is controlled for a large event. • The hirer shall not use the premises for any purpose other than that described on their booking. • The hirer shall ensure that any event or advertising of any event held complies with all intellectual property rights. • The hirer shall ensure that the capacity of the venue is not exceeded 100, • All heating, lighting and equipment is to be turned off after use and windows and doors secured • No smoking is permitted anywhere in the venue at any time. (Use outside smoking area only) • Hirers shall not have access to other areas of the venue not included in their booking.

The hire of the venue does not give the hirer access to the Pitch, Stands or any other property on the overall site- The Football Club will not take any responsibility to anyone injured within these areas

**Cleaning** • Venue hirers must leave the venue in a clean and tidy condition and in the same condition in which you found it. • Toilet facilities must be left in a clean and tidy condition and in the same condition in which you found them. • All rubbish must be removed by the hirer to outside bins. There may be an additional charge for any rubbish left in the venue that has to be removed by the football club's staff. • The hall must be properly locked and secured unless directed otherwise and with any contents that were temporarily removed from their usual positions properly replaced, • Failure to leave the venue, toilets and surrounding areas in a clean and tidy condition will result in an additional charge being incurred and may mean a restriction on future bookings. If the Hirer has food at our premises and the food isn't cleaned up fully this includes if the food is stained in to the carpet and we have to use a carpet cleaner/Steam cleaner to remove the food stains then the

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deposit will be lost due to our costs of the cleaner etc • Photographs will be taken to evidence the hall being left in an unclean and/or untidy manner.

**Entry by Football club staff or agents** • The Football club reserves the right to always enter the premises. • The Football Club reserve the right to terminate any hiring at any time during such hiring if in the opinion of the Football Club such hiring is not being conducted in the proper manner, without incurring the liability to the hirer whatsoever.

Football club staff will have the right to refuse the sale of alcohol to anyone they believe to be underage of intoxicated by alcohol or drugs

**Alterations/Decorations** • The hirer shall not cause or permit any interference with and any alterations or additions to the fixtures, fittings, furnishings and all other equipment and apparatus in the halls • No decorations, flags, banners, signs, posters, or placards shall be displayed either inside or outside the halls without the previous written consent from the Football Club. • No adhesive putty, nails, tacks, drawing pins, hooks, screws, or bolts shall be driven into the walls, doors, furniture, woodwork, or any areas of the venue. • No advertising banners or promotional materials can be attached to railings or external areas of the building.

**Parking** • Vehicles are only permitted to park in the designated parking areas, but the Football club will not take no responsibility to any damage to the vehicles or theft.

**Prohibited items** • The following items are prohibited from being used in the halls - this list is not exhaustive , Candles (standard birthday cake candles are permitted) , Bubble Machines , Chewing gum / bubble gum , Flammable liquids, gases and oil , Soldering appliances , Unauthorised heating appliances , Internal table or free standing decorations of a combustible nature (e.g. polystyrene, cotton wool) , Bouncy castles , Smoke machines , Any other highly flammable items or naked flames , Animals, except guide dogs (Unless previously agreed by the football club) ,No bicycles , French chalk (any substance to increase floor slippage) .

**Storage of equipment** • No items may be stored by the hirer on the venue premises without prior written agreement from the football club • All equipment and property (without storage consent) must be removed at the end of each hiring. Failure to do so will incur additional charges. • If storage is agreed, storage charges will apply in all cases. The charges will vary according to type of storage and length of time storage is required for. • If storage is agreed it must not hinder access to electricity or gas meters. • The Football Club reserves the right to request the removal of equipment at any time giving a period of 1 weeks' notice. • If the equipment is not removed within the 1-week period the Football Club will dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

**Hall set up** • the hirer shall set up their own tables and chairs within the period of the booking. • Tables and chairs should be returned to where you found them appropriately at the end of each booking.

**Accidents and Dangerous Occurrences** • The Hirer must report all accidents involving injury to the public during the period of hire to a member of staff as soon as possible. • Any failure of equipment belonging to the football Club must be reported to a member of staff as soon as possible.

**Electrical Appliance Safety** • The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order and used in a safe manner.

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**Entertainment** • the hirer must inform the football Club one month before their event the name of the DJ or band in attendance. • The DJ or entertainment must have vacated the premises at the finish time specified on the booking form. • Any additional time spent on the premises could be charged for at the hourly rate of (£25.00) • any violence or aggression towards our staff will not be tolerated. The perpetrator will be asked to leave the premises immediately and will not be allowed to re-enter the premises on future occasions. • Smoke and bubble machines are not permitted on the premises.

**Equipment** • Music system and TV are available in all the venue. Users are advised check with the Football club in advance of the booking regarding the equipment available or to bring their own music and equipment.

**Fire Safety** • Hirers must make themselves familiar with escape routes in the event of a fire. • Fire doors must be kept shut but unlocked during the hire.

**Data Protection** • Details regarding your booking including your name and contact number will be shared with the football Club Accountant and the bar service provider.

**CCTV.** The football club has CCTV in parts of the venue inside and outside to protect the football club, if need be, these camaras run 24 hrs.

**Agreement:** when the hirer has paid the deposit, they are agreeing to the Football club's policy of hire which is all the above. Should the hirer wish to challenge the loss of any deposit this will be reviewed by the Chairman, Vice Chairman, and treasurer a majority decision by the three will prevail after the review.

Thank you.

Thetford Town FC