**Newlands Hall - Putney Vale Community Centre**

1. **Information**

* Wheelchair access is via a ramp at the front entrance to the hall.
* Disabled parking is available at the carpark accessed from Stroud Crescent
* The smallest unit of hire time is 2 hours.
* The maximum capacity of Newlands Hall is 90 persons.
* Ensure time to set up/tidy is factored into the time you wish to hire Newlands Hall.
* Please be considerate and respectful of surrounding residents with regards to noise levels,

behaviour and activities throughout your event and during departure.

1. **Facilities:**

* Main Hall (Max 90 persons standing, 60 seated)
* Kitchen
* Stage area with curtain
* Disabled Loo facility
* Baby change
* Wheelchair access via ramp at Front entrance Free Parking

1. **Equipment:**

* 7 large Rectangular tables
* 4 medium rectangular tables
* 60 Padded Chairs
* Kettle
* Oven
* Microwave
* Dishwasher
* Sink and Drainer
* Small amount of plates, glasses, cutlery

1. **Conditions of Hire**

* A booking will not be reserved until deposit plus full payment has been received.
* A cancelled booking will be refunded if within 14 days of booking. If cancelled less than 14   
  days, 50% plus deposit shall be returned, 50% retained by Newlands Hall Management   
  Committee (NHMC)
* NHMC reserves the right to cancel or terminate any reservation at any time. In the unlikely   
  event of this occurrence, all fees will be refunded. The NHMC will not exercise this right   
  unreasonably.
* Your full deposit or a portion of it may be forfeited if the terms of hire are not met, which   
  includes Cleanliness inside and outside - floors, walls, bathrooms and kitchen, refuse, litter and   
  cigarette butts.
* All tables, chairs and equipment returned to designated areas.
* The hirer is liable for the full cost of any damage, loss or theft incurred to the building and /or   
  furniture during the time of the hire and the deposit will be forfeited as part payment towards   
  the cost of such damage.
* The building is subject to council bylaws and noise must cease at 22:00h, and the building   
  must be vacated by 22:30h Monday through Sunday. a) The hirer shall be responsible for the preservation of order during the time of the hiring and shall not permit noise likely to cause annoyance or nuisance. Any disturbance caused to the neighbouring residents will constitute a breach of these conditions and may result in the immediate termination of the hire.
* The outside patio and garden area are not for hire or use by hirers of the hall and no parts of your event, party or activity nor equipment be installed or take place here. This is a public and communal area.
* Trustees of Newlands Hall and NHMC do not accept responsibility in respect of any damage to or loss of any property placed or left upon the premises.
* Newlands Hall Trustees nor NHMC shall not be held responsible for any personal accident, injury or death to persons of such group during the hire.
* Sub-letting of the premises is not permitted.
* The building is not licensed for the sale of alcoholic drinks. Alcohol may be dispensed free of   
  charge, otherwise you must apply for a temporary licence.
* The fixing of items, such as, but not limited to decorations, should be kept within designated   
  areas. Tape, or fixings likely to leave a residue or marking should not be used. If you have a specific request, this must be discussed and agreed with the NHMC in advance of your booking date.
* Members of the management committee have free right of entry to all parts of the premises at any time for the purpose of safety, emergency and public order.
* The use of fireworks and combustible items is not permitted neither within Newlands Hall, or the grounds of the Putney Vale estate.

1. **Costs**

* £75 returnable deposit (see Conditions of Hire) required by all hirers
* Putney Vale Residents £25 per hour - discounted if more than 7 hours hire.
* Non-residents, £30 per hour - discounted if more than 7 hours hire.
* Contact us for long term hire and for community classes, events and activities. [NewlandsHallPVRA@gmail.com](mailto:NewlandsHallPVRA@gmail.com)

1. **Payment Details**

Putney Vale Residents Association

Cooperative Bank  
Sort Code 089299  
Account Number 65377011

* You may arrange to meet us in person if you would prefer to pay by Debit or Credit Card (this allows for faster return of deposit after the hire).

1. **Application and Booking form.**

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Home Address | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| Telephone Number | Click or tap here to enter text. |
| Bank Details  (for return of deposit) | Account Number Click or tap here to enter text.  Sort Code Click or tap here to enter text. |
| Date of Booking | Click or tap to enter a date. |
| Times Required  (please include set-up/tidy time): | From Choose an item. : Choose an item.  To Choose an item.: Choose an item. |
| Expected Number of Guests | Choose an item. |
| Purpose of Hire | Click or tap here to enter text. |
| Number of Hours | Choose an item. hours Choose an item. minutes |
| Applicable Rate | Choose an item. |
| Returnable Deposit | £75 |
| Total Due for Payment including deposit | Click or tap here to enter text. |

For parties and groups for attendees under the age of 18, there must always be 4 named adults over the age of 21 in attendance during the party.

Adult 1: Click or tap here to enter text.

Adult 2: Click or tap here to enter text.

Adult 3: Click or tap here to enter text.

Adult 4: Click or tap here to enter text.

I Click or tap here to enter text. have read, accepted and agree to the conditions of hire, and I am over the age of 18.

Date Click or tap to enter a date.