



## Charlotte Pratt Memorial Hall

For your local hall hire in  
Winkfield Bracknell

Bookings: 01344 893833  
Email: [enquiry@cpmh.org.uk](mailto:enquiry@cpmh.org.uk)



# Charlotte Pratt Memorial Hall ("The Hall")

## Terms and Conditions:

### 1. Fire Safety:

In accordance with statutory requirements the main doors and Emergency Exit doors must remain Unobstructed throughout the period of the Hire

### 2. Health and Safety:

In accordance with Statutory Requirements, the Hirer must make an assessment concerning the risk, if any, of injury or damage to health from using the Hall by reference to the proposed use of the Hall and any previous use. (details which may be obtained from the Reservations Secretary)

### 3. Numbers:

The numbers of persons admitted to the Hall must not exceed 120.

### 4. Licensing Act 2003:

Because the Hall does not have a Premises licence under the Provisions of the Licensing Act 2003.

**4.1.** The provision of Regulated Entertainment within the meaning of that Act (details of which may be obtained from the Environment and Leisure Department of Bracknell Forest Borough Council) is strictly forbidden.

**4.2.** The sale of alcohol at the Hall is strictly forbidden.

Also the supply of alcohol by or on behalf of a club to or to the order of a Club Member is prohibited.

**4.3.** The provision of late night refreshment (hot food and/or drink supplied between 11pm and 5am) is prohibited.

However the consumption (as distinct from sale) of alcohol by guests at private functions is permitted provided that those guests have not made and will not make any payment for such alcohol or for the admission to the function or to the Hall or otherwise.

### 5. Music and Noise:

**5.1.** Levels of noise must be kept to an acceptable level.

**5.2.** Adults must be present to supervise any parties for teenagers; live music is not permitted at such parties.

**5.3.** The Hall has a performing rights license for recorded music at private events, which are not "Regulated Entertainment" (see above).

**5.4.** Any music, whether live or recorded must cease at 10pm on weekdays and 10.30pm at weekends.

**5.5.** If there is a complaint of noise disturbance, the Hirer will immediately discontinue the use of any musical instruments and the playing of any recorded music and require any persons making a noise to leave the Hall.

### 6. Smoking and Drugs:

The smoking of Tobacco or any other substance is strictly forbidden, as is the supply or use of illegal drugs.



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### **7. Dealings with the Reservations Secretary:**

The Reservations Secretary is authorised by the Management Committee and the Trustees of the Hall to deal with all matters concerning the booking or use of the Hall and all communications must be addressed to her.

### **8. Damage:**

Any damage caused to Hall or its contents must be reported to the Reservations Secretary. The Hirer is responsible for the reasonable cost of repair or replacement resulting from such damage.

### **9. Accidents:**

In the event of an accident involving personal Injury, the Hirer must complete an accident report form and deliver it to the Reservations Secretary.

### **10. Termination of Hire:**

In the event of failure to comply with any of the above Terms and Conditions, the Hire may be terminated forthwith without any refund of the Hiring Charge or the Deposit.

### **11. Conclusion of Hire:**

**11.1** On the conclusion of the period of Hire or earlier Termination the Hall must be vacated promptly and before vacating the Hall. The Hirer must ensure that the Hall is ready for the next user.

**11.2** In Particular, the Hirer must:

- Leave the Hall in a clean and tidy condition and put all rubbish in bags or appropriate boxes, and taken away if possible.
- Sweep the floors of the Hall and the Toilets and the Entrance Lobby.
- Undertake any further cleaning necessary in the Hall, the Kitchen and the Committee Room including wiping the Chairs and Tables.
- Stack on the stage any children's tables and all chairs used.
- Return all other tables used to the Stands provided.
- Restore the Central Heating Thermostat to 16 if has been altered.
- Close securely all windows.
- Ensure that the Emergency Exit Door is securely closed.
- Switch off all Lights and Lock the Main Front Door.

### **12. Access to and Condition of the Hall:**

**12.1.** The Hirer must collect the Key of the Hall from the designated place (to be obtained from the reservations Secretary) and returned to the same place after the period of Hire.

**12.2.** The Hirer must inform the Reservations Secretary immediately if the Hall is not in a satisfactory condition at the commencement of Hire.