



This licence is dated: *(office use only)*:

This licence is made between the following parties:

Licensor: Grainger (Aldershot) limited, Smith Dorrien, Aldershot, GU11 2BT

Licensee (name and address):

Contact telephone number:

Contact email address:

Agreed Terms:

Property: Wellesley Community Rooms, Maida Road, Wellesley, Aldershot, GU11 2FA

Event Name:

Event Date:

Event Booking Time (start and end) – including set up and tidying:

Event fee (including VAT) office use only:



Event use:

- Business meeting
- Business Event
- Party
- Club/Group/Society Meeting
- Religious Event
- Fitness Class
- Other

Which room would you like to book:

- Main Hall
- Meeting Rooms One
- Meeting Room Two

Number of visitors expected:

*Declaration: I have read and understand this terms and conditions of hiring the Community Rooms
(please see overleaf)*

Signed by: Name:

For and on behalf of:

Signature:

Date:

Office Use Only

For and on behalf of Grainger (Aldershot) Limited

Signature:

Date:

If applicable, please attached copies of:



Event Risk Assessment

Public Liability Insurance

Once complete, please email this form and supporting documents to info@wellesleyhampshire.co.uk



2. LICENCE TO OCCUPY

- (a) References to 'You' and 'Your' will be considered to be the Licensee both jointly and individually, any employees, servants or agents.
- (b) References to 'We', 'Us' and 'Our' will be considered to be the Licensor (Grainger Aldershot Ltd) and any employees, servants or agents
- 2.2 Subject to clause 4 and clause 5, We give You permission to occupy the Room for your Event for the Event Period together with the rights mentioned in Clause 3
- 2.3 You acknowledge that:
- (a) Grainger (Aldershot) Limited retain control, possession and management of the Room and You have no right to exclude the Us from the Room;
- (b) the licence to occupy granted by this agreement is personal to You and is not assignable without prejudice, Grainger (Aldershot) Limited is able to require You to transfer to an alternative space elsewhere within the Property – where possible a minimum of 3 days notice will be given to you.
- (c) We may cancel this licence at any time prior to the start of the Event Period. Where possible at least 3 days prior notice (whether verbal or in writing) and returning the hire charge to You within 14 working days of such notice.
- (d) You may cancel this licence at any time prior to the start of the Event Period by giving Us written notice (by email or otherwise) subject to payment of the following cancellation fees:
- (i) No cancellation fee - if written notice (by email or otherwise) is given at least 28 days before the start of the Event Period;
- (ii) 25% of the Event Fee + VAT – if written notice (by email or otherwise) is given between 14 to 28 days before the start of the Event Period;
- (iii) 50% of the Event Fee +VAT – if written notice (by email or otherwise) is given between 7 to 14 days before the start of the Event Period; and
- (iv) 100% of the Event Fee +VAT – if written notice (by email or otherwise) is served on Us less than 7 days before the start of the Event Period or if no notice is given.
- In the event that notice is served in line with clause 2.3 We shall deduct the appropriate cancellation fee from the Event Fee paid by You in advance and return the balance to You within 14 working days.

3. RIGHTS AND RESTRICTIONS

- 3.1 The right for You to use during the Event Period:
- (a) such parts of the communal areas for the purpose of access to and egress from the Room as shall from time to time be designated by Us for such purpose.
- (b) The service media serving the Property.
- (c) The kitchenette serving the Property for the purposes of assisting with light refreshments provided that the kitchenette is not to be used for catering purposes or for the purposes of preparing food on site.
- (d) The toilets and washrooms serving the Property.
- (e) The car park within the communal areas on a non-exclusive, first come first served basis (or as otherwise directed by the Us) for the parking of private motor vehicles.

4. YOUR OBLIGATIONS

- 4.1 You agree and undertake:
- (a) to pay the Event Fee to Grainger (Aldershot) Limited in cleared funds prior to the Event;
- (b) if you are a registered business or charity, you must have valid Public Liability Insurance to a minimum of £5m and Employers Liability to a minimum of £1m during the Event Period.
- (c) to comply with all laws relating to the Room, the occupation and use of the Room (including but not limited to licensing laws relating live music)
- (d) not to cause any damage to the Room or the Property
- (e) for events involving the consumption of alcohol, prior consent will need to have been granted from Us before an event is permitted to take place. All necessary additional licences must also be in place.



- (f) should an event take place involving the consumption of alcohol to which the prior consent from Us has not been granted, We will have the right to refuse future bookings.
- (g) to leave the Property in a clean and tidy and to remove Your furniture, equipment and goods from the Room at the end of the Event Period
- (h) should the Room not be left in a clean and tidy condition We have the right to charge for additional losses and/or refuse future bookings
- (i) not to use the Room other than for the Event Use;
- (j) not to make any alteration or additions to the Room;
- (k) not to display any advertisement, signboards, nameplate, inscription, flag, banner, placard, poster, signs or notices at the Room or elsewhere in the Property without Our prior consent (at its absolute discretion);
- (l) to observe the position of the fire exits and extinguishers at the Room and elsewhere in the Property prior to the event and to notify its visitors, agents, employees and invitees of the positions of the same and otherwise to read, understand and sign our Fire Procedures Policy at the Property and to ensure its visitors, agents, employees and invitees also understand the Fire Procedures Policy
- (m) not to do or permit anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to Us or to occupiers of the Property or any owner or occupier of neighbouring property;
- (n) not to cause or permit any damage to any property of the owners or occupiers of the Room, Property or any neighbouring property;
- (o) not to obstruct corridors and doorways or make them dirty or untidy or leave any rubbish on them;
- (p) not to do anything which will or might impair Our insurance in respect of the Room and Property;
- (q) not to allow any animals onto the Property or the Room other than guide dogs;
- (r) not to allow more than eighty people into the Room
- (s) not to bring any electrical appliances into the Room and/or onto the Property without valid and PAT certificates – certificates should be available for inspection by Us if requested to do so;
- (t) to indemnify Us and keep Us indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
 - (i) this licence;
 - (ii) any breach of the Your undertakings contained in clause 4; and/or
 - (iii) the exercise of any rights given in clause 2;
- (u) if you fail to pay the Event Fee or any other payments due you agree to pay Us interest on the monies owed at the rate of 4% per annum above the base rate of HSBC Bank plc calculated on a daily basis from the due date until payment
- (v) We reserve the right to close and lock the main entry gates to the car park 30 minutes after the event has finished
- (w) Our prior consent will also be needed to host any event that will require the additional consent of the Local Authority to grant a 'Temporary Event Notice'

5. TERMINATION

5.1 This licence shall end on the earliest of:

- (a) the end of the event
- (b) any verbal notice given by Us to You at any time on breach of any of Your obligations contained in clauses 2 or 4.

5.2 Termination of this licence shall not affect the rights of either party in connection with any breach of any obligation under this licence which existed at or before the date of termination.

6. NO WARRANTIES FOR USE OR CONDITION

6.1 We give no warranty that the Room possesses the necessary consents for the Event Use.

6.2 We give no warranty that the Room is physically fit for the purposes specified in clause 2.

6.3 You acknowledge that You do not rely on, and shall have no remedies in respect of, any representation or warranty (whether made innocently or negligently) that may have been



made by or on behalf of

Us before the date of this licence as to any of the matters mentioned in clause 6.1 or clause 6.2.

64 Nothing in this clause shall limit or exclude any liability for fraud.

7. LIMITATION OF OUR LIABILITY

7.1 Subject to clause 7.2, We are not liable for:

- (a) the death of, or injury to the Licensee, its employees, customers or invitees to the Room/Property; or
- (b) damage to any property of the Licensee or that of the Licensee's employees, customers or other invitees to the Room/Property; or
- (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Licensee or the Licensee's employees, customers or other invitees to the Room/Property in the exercise or purported exercise of the rights granted by clause 2.

7.2 Nothing in clause 7.1 shall limit or exclude the Our liability for:

- (a) death or personal injury or damage to property caused by negligence on the part of Us or Our employees or agents; or
- (b) any matter in respect of which it would be unlawful for Us to exclude or restrict liability.

8. THIRD PARTY RIGHTS

A person who is not a party to this license shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this license.

This agreement has been entered into on the date stated at the beginning of it.

