## HALL HIRE CHARGES

### OSCAR FREY HALL

Our Largest Hall  
Raised stage, Dedicated Entrance to Hall, Own bar, Own kitchen, Own toilets  

**Max Capacities**  
Standing – 150  
Banquet Style – 110  
Theatre Style – 180  

### DAY HIRE  
(Includes setting up and clearing away time)  
- 10 am – 12.30 am  
  (Bar closes at 11.30 pm)  
- Refundable Deposit - £300  
- Plus Hall Hire - £600  
  *(includes bar)*  
- Extra Hours £45 per hour  
  *(must be booked in advance if required)*  

### SATURDAY EVENING HIRE  
(Includes setting up and clearing away time)  
- 6 pm – 12.30 am  
  (Bar closes at 11.30 pm)  
- Refundable Deposit - £200  
- Plus Hall Hire - £300  
  *(Includes Bar)*  
- Extra Hours £45 per hour  
  *(must be booked in advance if required)*

### CYRIL BOATMAN HALL

Good size hall with carpeted area and dance floor  
Dedicated Entrance to Hall, Own bar, Own kitchen, Own toilets  

**Max capacities**  
Standing – 100  
Seated – 64  

### DAY HIRE  
(Includes setting up and clearing away time)  
- 12 midday – 12.30 am  
  (Bar closes at 11.30 pm)  
- Refundable Deposit - £300  
- Plus Hall Hire - £500  
  *(Includes Bar)*  
- Extra Hours £35 per hour  
  *(must be booked in advance if required)*

### SATURDAY EVENING HIRE  
(Includes setting up and clearing away time)  
- 6pm – 12.30 am  
  (Bar closes at 11.30 pm)  
- Refundable Deposit - £200  
- Plus Hall Hire - £250  
  *(Includes Bar)*  
- Extra Hours £35 per hour  
  *(must be booked in advance if required)*

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A refundable deposit is required to guarantee bookings in both halls (charges as above) this is in addition to the hire charges. Deposit can be collected after the event from the office or by online BACs payment (Office open Mon – Fri) providing the Terms and Conditions have been fully adhered to.  

Full payment must be paid one month prior to event.

Yiewsley and West Drayton Community Association. Reg Charity No 303087
BOOKING FORM
FOR OSCAR FREY and CYRIL BOATMAN HALLS

ROOM TO BE HIRED (please tick) OSCAR FREY HALL ☐ CYRIL BOATMAN HALL ☐

Date of Hire: ....................................................
Purpose of Hire: ............................................. Number of people expected: .........
Will you be charging admission or selling tickets for this event? Yes ☐ No ☐

Users time: From............... am/pm To............... am/pm No. of Hours ..........
Bar from: From............... am/pm To............... am/pm No. of Hours ..........
Other requirements: ........................................................................................................

COSTINGS (For full list of charges please see overleaf)

DEPOSIT: £.................... DATE PAID: .................. Receipt No: ..................

HALL HIRE: £.................. (includes bar) DATE PAID: .................. Receipt No: ..................

EXTRAS: £.......................... DATE PAID: .................. Receipt No: ..................

TOTAL: £ _______________ FULL PAYMENT DUE BY: ______________________________

Cheques payable to ‘Yiewsley and West Drayton CA
To pay by BACS please use Barclays Bank Account No 90995657 Sort code: 20-89-16
Please use your name as reference.

Hirer Details
Mr, Mrs, Ms, Miss, Other (please circle)

Name: ......................................................................................................................
Address: ..................................................................................................................
.......................................................................................................................
Post Code: .....................

Email: ...............................................................................................

Mobile Tel no: ......................... Home Tel no: ............................................

☐ I have read the attached Terms and Conditions of hire and agree to abide by them. The Yiewsley and West Drayton Community Association has the right to refuse hire and to deduct from the deposit if any damage is caused or the Centre is not left in a clean and tidy state.

SIGNED: .......................................................... DATE: ..............................................

Deposit Returned - £______ SIGNATURE: .......................................................... DATE: ....................................

Yiewsley and West Drayton Community Association. Reg Charity No 303087
TERMS AND CONDITIONS OF HIRE

Please note the Yiewsley and West Drayton Community Centre is a licensed premises.

- Confirmation of booking is subject to availability and on receipt of deposit for Hall hire and signed booking form.
- If, for whatever reason, the hirer cancels their booking, a refund will be issued as follows:
  - Within 14 days of function date - No refund
  - 14 - 28 days of function date - 50% refund
  - More than 28 days’ notice - Full refund
- The Halls / rooms cannot be sub-let and must be used for the purpose stated. If the Centre, of any part thereof, is used for purposes different from that which has been stated on the booking form, the Trustees reserve the right to terminate the booking at any time without being liable to the hirer for costs incurred by the individual/group/organisation.
- The Trustees reserve the right to grant or refuse any booking application in whole or in part without giving any reason for it.
- A booking will be confirmed on receipt of a completed booking form and full payment of Deposit.
- Bookings can be made up to one year in advance of the date of booking. Provisional bookings will be held for 7 working days from the date of issue of the booking form. If no deposit has been received by this time the booking will automatically be cancelled.
- All persons hiring the premises must comply with relevant legislation for example Health & Safety, Food Hygiene, and Child Protection. Children must be supervised at all times in and outside of the building.
- All hirers must be over the age of 18 years and proof of identity/age may be required.
- The hirer will comply with the current licensing laws in every respect in relation to the let.
- The venue, furniture and kitchen must be left in a clean and tidy condition. If additional cleaning is required the hirer is responsible for costs incurred. At the end of your evening hire you may leave out any tables or chairs used but please ensure that the tables are wiped clean.
- Each kitchen is equipped with a cooker, fridge, and microwave. Food cooking should not be left unattended and all equipment should be used in accordance with manufacturer instructions.
- Smoking or vaping are not permitted in any area of the Centre including the kitchen, meeting rooms and toilets.
- Any person causing a nuisance by reason of indecent language, violent or indecent behavior must be removed immediately by the hirer.
- If more than 1 group/organisation is using the Centre at the same time then all parties must show consideration to other users present.
- ALL drinks including soft drinks and bottled water must be purchased from the bar which is provided by The West Drayton Social Club Ltd. The West Drayton Social Club staff reserve the right to confiscate any alcohol brought on to the premises. We politely request that all guests refrain from taking any bottles or glasses outside of the building. Once the bar is closed all drinks must be consumed with 30 minutes and the premises vacated 1 hour after closure of the bar. For evening hire the bar will close at 11.30 pm and the premises vacated by 12.30 a.m. Persons under the age of 18 years are not permitted to purchase or consume alcohol on the premises.
- Any decorations, working papers, posters etc may only be attached in a manner that will not cause damage to the walls. Please do not attach anything to the windows in the Cyril Boatman hall as it is fitted with a special film. Any temporary decorations should be treated with fire resisting solution. If extension leads are used these should be fully uncoiled and not overloaded.
- Yiewsley and West Drayton Community Association Trustees accept liability for the loss or damage to goods or equipment owned or hired by the hirer or their guests. The hirer is responsible for all any Yiewsley and West Drayton Community Association property that may get damaged including breakages of equipment, furniture and fixtures.
- The hirer is advised to take out appropriate insurance to cover loss or damage of property belonging to them.
- The hirer shall be responsible for exercising the strict control of all noise levels, bands discos etc and act upon any instructions given to them by the person acting on behalf of the Centre.
- Music must be turned off by 12 a.m.
The hirer must vacate the premises at the end of the period booked and at all times the hirer and guests should be considerate of our neighbours.

When leaving the premises the hirer must ensure that all doors and windows are securely locked and all guests have vacated the building.

The hirer is responsible for ensuring that all gangways, doorways, stairways, exits, emergency exits and entrances are kept unobstructed at all times.

The hirer must familiarise themselves with the Health and Safety and Fire Safety Notices and make themselves aware of Fire Regulations and procedures in force as displayed in the Centre.

In the event of an accident within the Centre, the hirer must report the incident immediately to a member of the Centre’s staff and an accident report form must be completed and returned as specified on the form.

If there is a breach of any of the conditions, the Trustees reserve the right to terminate the use of the Centre during the period of hire and ask everyone to leave immediately.

Please note we cannot accommodate Bouncy castles in the Oscar Frey Hall. Bouncy castles over 6 ft are not allowed in the Cyril Boatman Hall.

The capacity of the Centre is as follows and the hirer must take proper steps to control admittance. It is the hirer’s responsibility to ensure that adequate security/supervision at the entrance to the Centre is in place throughout the time of hire, to allow admittance only to those invited to attend.

- **Main Halls:**
  - 150 persons max for functions using tables and chairs in Oscar Frey, 100 persons in Cyril Boatman
  - 180 persons – for stage productions only in Oscar Frey hall.
- **Club Room**
  - 25 persons
- **Committee Room**
  - 20 persons

Car park: please park within the marked bays. **Do not** park in the access road, which should be kept clear for emergency vehicles.

Rubbish may be placed in the bins at the rear of the Centre near the main entrance.

- The Trustees reserve the right to amend these Terms and Conditions without prior notice.
- The Trustees reserve the right to amend the hire rates at any time, although rates of Event Hire will not be amended after the receipt of a signed booking form and payment.

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**Declaration**

I have read and fully understand the ‘Terms and Conditions’ of hire and the ‘Health and Safety rules and regulations of the Community Association. I therefore take responsibility for all that apply to my event.

* Failure to observe one or more of the above conditions will result in the forfeiture of the hall deposit in full.

Signed .................................................................

Hirer’s Name ...........................................................

Address: ........................................................................

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Telephone ............................................. Date ...............
All hirers to read and to agree to abide by the Health and Safety Agreement as a condition of use of the Yiewsley & West Drayton Centre.

The Hirer shall comply with all conditions and regulations made in respect of the premises licence by the London Borough of Hillingdon and the Centre’s Fire Risk Assessment. The hirer shall also comply with the Yiewsley & West Drayton Centre’s Health and Safety policy (copies available).

The Hirer acknowledges that they have received instruction in the following:

- The action to be taken in event of fire, this includes calling the Fire Service and evacuating the Centre;
- The location and use of fire equipment;
- Escape routes and the need to keep them clear;
- Method of operation of escape doors;
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

In advance of a hire of the Centre the Hirer shall check the following:

- That all fire exits are unlocked;
- That all escape routes are free of obstruction and can be safely used;
- That any fire doors are not wedged open;
- That exit signs are illuminated;
- That there is no obvious fire hazard in the room that you are hiring.

Safety requirements

Nothing shall be done which will endanger the users of the Yiewsley & West Drayton Centre. In particular:

- Obstructions must not be placed in gangways or exits, nor in front of or outside emergency exits, which must be immediately available for free public access;
- All groups are expected to co-operate in fire drills (planned and unplanned) which may be arranged at varying times in order to familiarise users with evacuation procedures;
- The emergency lighting supply must be turned on and all exit signs illuminated.
- Firefighting apparatus shall be kept in its proper place and only used for its intended purpose;
- The Fire Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Administrator;
- Performances involving danger to the public shall not be given;
- Highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (such as polystyrene, cotton, etc.) shall be undertaken or erected without the consent of the Management Committee;
- no unauthorised heating appliances shall be used on the premises;

The First Aid box shall be readily available to all users of the premises. One is located in the Downstairs kitchen and must be returned after use. The Administrator must be informed of any accident or injury occurring on the premises;

**In the event of a fire, the Centre should be evacuated in an orderly manner using the appropriate exits and the Fire Service called by dialling 999. Assembly point is in the main car park.**

The exact location of the fire exits and fire extinguishers must be noted before the Yiewsley & West Drayton Centre is occupied and the manner of opening Fire Doors should be made known to your guests.

- The Hirer must report all accidents involving injury to the public to a member staff as soon as possible and they will complete the relevant section in the Yiewsley & West Drayton Centres accident book (located in the downstairs kitchen).
- Any failure of equipment belonging to the Yiewsley and West Drayton Centre must be reported as soon as possible to a member of staff. Certain types of accident or injury must be reported to the HSE. Please contact the office on 01895443423 or email: office@ywdcc.org.uk Emergency contact numbers are available in the main entrance and halls.