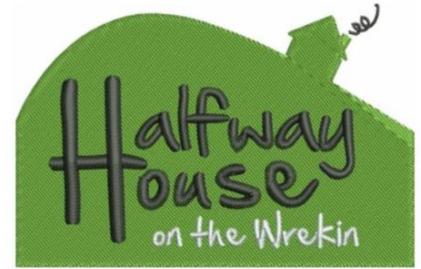


WREKIN COTTAGE LTD., HALFWAY HOUSE,  
THE WREKIN, TELFORD, TF6 5AL  
TELEPHONE 07968 549580



*"a favourite resting place for  
generations of walkers....."*

Wrekin Cottage Ltd, Company Number 11497304

**Agreement for Hire of 'The Halfway House property and grounds'**

This agreement is made between \_\_\_\_\_ and Wrekin Cottage Limited (WCL).

WCL agrees to permit the hirer to use the following part(s) of the Halfway House property \_\_\_\_\_ for the following purpose: \_\_\_\_\_ and for \_\_\_\_\_ guests.

The hire dates, times and fees are detailed in the attached statement and invoice.

The hirer agrees to pay the hire fee of £ \_\_\_\_\_

I have read and understood the Conditions Of Hire and I agree to comply with them. I understand that these conditions include having my/our own insurance for the activities I/we intend to undertake. I also agree to comply with any particular conditions imposed on this hire. I understand that my deposit may be forfeited if I fail to comply with these conditions within the agreed timescale. I understand that I may be required to pay for any loss or damage to any other part of the Halfway House property and/or grounds, for which I, or any of my guests, are responsible.

Signed:

Date:

Address:

Telephone:

Email:

**How to pay us** – by cheque payable to Wrekin Cottage Ltd, or by direct bank transfer to 30-96-26, account 44442060. Please use the invoice number as a reference so that we may trace your payment.

**How we refund your deposit** – by cash, cheque or by direct bank transfer (the payment will appear on your bank statement as 'Wrekin Cottage').

**Deposit Return Details**

Account Name

Sort Code

Account Number

**Wrekin Cottage Ltd – ‘The property and/or grounds of the Halfway House’  
Conditions of Hire**

**1) Payment**

- a) There is a non-refundable £15 administration fee taken for any booking which needs to be paid at the same time as the refundable deposit.
- a) Payment of a refundable deposit and a hire fee is required for all bookings.
- b) The booking will not be confirmed until the refundable deposit payment has been received.
- c) Payments of hire fees must be received by us:
  - i) No later than 14 days before the date of the event if paid in cash or by bank transfer, or
  - ii) No later than 21 days before the date of the event if paid by cheque
- d) If your booking is made at short notice (within 14 days of the event) we may require payment in cash.

**2) Retention of Deposit**

- a) We may retain all or part of your deposit if we suffer any losses or damage for which you, or any of your guests, are responsible. If our losses exceed the amount of your deposit, we may demand additional compensation.

**3) Cancellation**

- a) Cancellations should be notified to us at least 14 days in advance. If less than 14 days' notice of cancellation is given, any refund is entirely at the discretion of a director of Wrekin Cottage Ltd.
- b) We reserve the right to cancel any booking in order to carry out essential repairs or maintenance; in this event any payments will be refunded.
- c) Events cancelled on the basis of weather at any time will be considered on an individual basis. We cannot guarantee to return a full deposit and hire fee if expenses have already been incurred by us.

**4) Liability for Loss or Damage**

- a) You are responsible for any loss or damage suffered by Wrekin Cottage Ltd as a consequence of your activities as a hirer. This includes (but is not restricted to) damage to the premises, garden, fixtures, fittings, furniture and equipment, call-out fees for false fire alarms, and loss of income.
- b) You are responsible for the actions of people you admit to the property grounds as part of your booking, or who gain access to the grounds because you fail to control access properly.

**5) Fire Precautions**

- a) The number of guests advised to us as per the Agreement For Hire **must not** be exceeded without our prior permission
- b) You must read and comply with the fire notices posted. A copy of the standard notice will be supplied to you on request. You should familiarise yourself with the fire alarm points, the location of extinguishers and the available escape routes.
- b) You must not prop any fire doors open, obstruct any fire doors or escape routes, damage any fire safety equipment, cause any dangerous accumulations of combustible materials to occur, or do anything likely to cause a fire risk.

c) In the event of a fire, your primary responsibility is to ensure the rapid and safe evacuation of the building/property.

d) You must inform us if any of the fire extinguishers has been used, whether deliberately or accidentally.

## **6) Security**

a) When you leave, you must check that all guests have left the building/grounds and close the gates behind you.

## **7) Alcohol**

a) You must tell us if you intend to provide alcohol on the premises. We will not permit the sale or provision of alcohol if it is not properly licensed, or breaches our licence, or if in our view it would not be desirable.

## **8) Food**

- a) If the Halfway House provides the food (prices available on request) then the cleaning up and any rubbish removal will be undertaken by the Halfway House team. A barbeque can only be operated on site by the Halfway House team.

## **8) Illegal Drugs**

a) You must not allow illegal drugs on the premises.

## **9) Noise**

a) All bookings must end by 10pm (Mondays to Thursdays and Sundays), and 11pm (Fridays and Saturdays). You must ensure that guests leave the premises quietly in the evening.

b) You must ensure that noise is limited so as to not cause a nuisance to other visitors to The Wrekin. This is particularly important when doors to The Pavilion are left open or when the garden area is being used

## **10) Heating**

a) You must turn the heater(s) off when you leave the premises. You must follow the instructions provided for the heaters

b) The heater(s) must never be covered in any way

## **11) Garden**

a) The garden is an escape route from the building. You must not obstruct any fire escape routes with vehicles or any other obstructions.

b) You must not lock or obstruct the garden gates – we do not normally grant you exclusive use of the garden. In exceptional circumstances we may allow exclusive use but only after a careful risk assessment and guarantees that you will enforce any additional conditions we require as a consequence of the assessment.

c) You must not let off fireworks.

## **12) Parking and Vehicle Access**

a) There is a car park at the bottom of The Wrekin

b) Vehicle traffic on The Wrekin is prohibited except for a minimum requirement for business users of the property. Vehicle traffic to bring food and/or drink to the property must be minimised, as should lifts for guests who are unable to walk up and down the hill unaided. You may bring a vehicle to the property in order to unload or load equipment needed for your activity however the driver must exercise extreme care when manoeuvring in or adjacent to the grounds.

c) Any person using a vehicle to drive to or from the property must:

i) not exceed 10mph

ii) ensure that the vehicle headlights are on

iii) ensure that the vehicle hazard lights are on

iv) ensure that they are covered by their own insurance

v) pay very careful attention to the safety of pedestrians, cyclists, dogs and/or any other user of the track

d) Given b) above, you must advise guests of the need to wear appropriate clothing and footwear and to bring relevant equipment (e.g. a torch if the event ends after dark). Your advice should also take account of the time of year and the weather conditions.

## **13) Smoking**

a) Smoke in any of the buildings on site is not allowed. Smoking is only permitted in the garden as long as any cigarette butts are placed in an appropriate receptacle and not dropped on the ground.

Cigarettes are a recognized fire risk here especially when the garden is very dry.

## **14) Your Equipment and Decorations**

a) You must obtain our agreement in advance if you intend to introduce any materials or equipment into the premises (including the garden) that might introduce a safety hazard, cleaning problems or inconvenience to other users; for example straw, hay, sawdust, flammable drapes, glues, paints or cooking equipment. We may refuse permission to introduce these items or impose additional conditions on your hire to mitigate hazards.

c) If you intend to introduce decorations or signs into the building, you must tell us about this.

d) Any decorations must use temporary fittings; for example 'BluTack', masking tape, string, wire and you must remove them at the end of your booking.

f) You must not use permanent or semi-permanent fittings, for example nails, screws and staples. You must not use drawing pins for any purposes – they are easily lost and are dangerous to small children.

g) You must not attach anything to electrical wires, gas or water pipes, or electric, gas or water fittings.

## **15) Insurance**

a) Wrekin Cottage Ltd is insured for its public liabilities. You may inspect our certificate of insurance on request.

b) We do not insure our users against risks resulting from the activities they undertake – it is your responsibility to insure against these risks.

## **16) Health & Safety**

a) You must ensure that your activities, levels of supervision, working practices and equipment comply with current health and safety legislation and guidance.

b) You must take reasonable care at all times for the safety of yourself and all others who might be affected by your actions.

## **17) Accidents**

a) All accidents or near-accidents must be notified to us so that we may try to prevent any re-occurrence.

b) There is a first-aid box on site. You must notify us if you use any supplies so that we can re-stock.

## **18) Post-Event**

a) Furniture

i) After use, furniture must be returned to its proper place.

ii) You must observe any notices regarding the placement of furniture and how it should be stacked.

b) Cleaning and Tidying

i) You must ensure that any areas you have used are left clean enough for the next hirer.

ii) Floors should be swept (and mopped if there were any spillages). Brooms, mops, buckets, dustpans, etc will be available.

iii) All rubbish must be taken away

iv) You must check the toilets and clean them if necessary.

v) If we have allowed you to store equipment on the premises, whether in a store room or elsewhere, you must ensure that it is stored safely and tidily so that it does not constitute a fire risk or any other hazard to anyone. You must remove stored equipment promptly when required to do so.

c) If the hire is on a Friday or Saturday evening, you must ensure the grounds and any rooms used are clean and devoid of rubbish before you leave so they can be used again for our cafe first thing in the morning.