



Hirer Responsibilities for Windmill Hill City Farm:

The Hirer shall ensure that there is a named responsible person (over 18 years old) present for the duration of the booking. They will be responsible for the supervision of the premises and its contents, the behaviour of persons using the premises, car parking, safety arrangements and all other conditions of hire.

- **Treat the site and facilities with respect.** The Hirer must leave the premises in the condition in which it was hired. Litter must be cleared away and furniture and equipment replaced.
- In the event of damage to the premises or equipment, **Windmill Hill City Farm will make good the damage**, and the costs will be charged to the Hirer.
- **Recorded and acoustic music is allowed**; however, it must not cause unreasonable disturbance to our animals and neighbours. Amplified music is permitted but we ask that you keep the sounds to a respectful level.
- If installed by the hirer, **all decorations must be removed**. Please note, **Balloons are not permitted on site**. Items should not be attached to the walls or floors without the consent of Windmill Hill City Farm. Please do not use 'blue tack' or other adhesives that damage the decorative finish of the rooms as this can result in damage costs.
- **Animals are permitted in the front gardens, Garden Theatre and cafe**. No Dogs or other animals are permitted in the farmyard and the gardens. The exception is Guide dogs, who can enter the whole site.
- **WHCF is a smoke-free environment**, should visitors wish to smoke or use e-cigarettes we ask them to go off site.
- **People are not to enter any part of the Farm under the influence of illegal drugs or to consume them on site**. Alcohol may be consumed in designated areas on the premises with the express permission of Windmill Hill City Farm, which must be obtained at the time of booking. It is not acceptable to drink to excess on site and those doing so will be asked to leave. The farm staff have on duty have final discretion in such cases.
- **The Hirer must ensure that the nature of the hiring does not contravene Windmill Hill City Farm's Equal Opportunities policy**. The Hirer is expected to abide by that policy unless they can show they have their own Equal Opportunity



WHCF Room Hire T&C's

Policy, the terms of which must not contradict the terms in WHCF's policy. A copy of WHCF's policy is available on request.

Please note that breaching these terms of conditions could result in your booking being cancelled and guests being asked to leave the site immediately.

Cancellations of bookings:

In the case of the Hirer cancelling a booking a cancellation charge will be applied:

Cancellation 7 days or more before booking date: No charge

Less than 7 days cancellation: 100% of hire fee

For regular room hire bookings such as classes, we ask for 7 days' notice of cancellation as minimum. WHCF reserves the right to cancel any hiring without notice where circumstances demand it. In the event of any hiring being cancelled the hire fee will be fully refunded, but WHCF shall not be held liable or be required to pay compensation for any loss sustained because of the cancellation of the hiring. Wherever possible if a hired room becomes unavailable the farm will endeavour first to find alternative accommodation onsite before cancelling a booking.

Marketing for Public Facing Events

If you would like your event to be promoted to the public from Windmill Hill City Farm's 'What's On' website page, please contact our Marketing Manager at violet.myers@windmillhillcityfarm.org.uk with the relevant information, including a description and images of your event.

Equipment hires:

All WHCF equipment is tested on a regular basis for electrical safety. Please report any faulty equipment so that the item can be taken out of the hire stock and be repaired. WHCF reserves the right to request a deposit (the amount and method to be determined when the booking is made).

Please note that we are unable to provide storage for belongings or equipment.

A charge will be made if the equipment is returned dirty or marked, if cables are returned cut or with connections removed, or if the equipment is returned faulty or not returned at all. Technical equipment can be sensitive and delicate. Windmill Hill City Farm will only charge for faults indicative of neglect or abuse.



Catering and refreshments:

WHCF Café can provide all your catering requirements. Please request catering when you make your booking, and we will send you the menu. We need 2 weeks' notice for food orders and one week for drinks only.

The hirer is not allowed to use external catering services unless approval from the farm has been issued. This must be agreed in advance.

Children and vulnerable adult safeguarding:

The hirer is responsible for ensuring that there are no unaccompanied children on site during the entire duration of the booking.

Children under 8 years must always be accompanied by an adult for the duration of the activity unless the activities are designed such that the farm takes responsibility for those children.

If the Hirer is bringing children or vulnerable adults onto the premises the Hirer must show they have a Safeguarding policy in place. If the Hirer does not have one, they must sign up to WHCF's policy, a copy of which is available on request.

Licences, Insurance and Purpose of Hire

No copyright dramatic or musical work shall be played without the license of the owner of the copyright. The Hirer shall identify Windmill Hill City Farm against any infringement of copyright that may occur during the hiring.

WHCF's interests in respect of the premises are covered by Public Liability Insurance. The Hirer shall be responsible for arranging their insurance to cover all those persons attending the event, their possessions, equipment and any equipment hired from Windmill Hill City Farm. We may request a copy of your insurance document.

The Hirer shall not use the premises for any unlawful purpose or in any unlawful way. The Hirer shall not do anything or bring anything onto the premises that may endanger the premises, their users, or invalidate any insurance policies relating thereto. WHCF reserves the right to refuse a booking.

The hirer is not permitted to sub-let the premises to another organisation.

You can find further information on Windmill Hill City Farm's Policies and Procedures [here](http://www.windmillhillcityfarm.org.uk/about-us/policies-and-procedures) or at www.windmillhillcityfarm.org.uk/about-us/policies-and-procedures.



WHCF Room Hire T&C's

**For further queries, or changes to your booking, please contact
info@windmillhillcityfarm.org.uk**