



CONDITIONS OF HIRE

If the Hirer is in any doubt to the meaning of the following the Trustees should be consulted. For purposes of these conditions, THE HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

Deposit of 10% is payable to secure the booking. This will be invoiced once the date has been confirmed. The balance of the Hiring fee is payable 10 days before the event date. A Security Deposit and Key Deposit (as applicable) needs to be paid with the balance and will be returned 7 days after the event providing that no damage or loss has been caused to the premises and/or contents. By paying the **Deposit** and/or full hire fee this indicates acceptance of our conditions of hire, so please read and consult us if there are any doubts.

- 1. THE HALL** complies with the NO SMOKING law under the Health Act 2006. Smoking and vaping are strictly forbidden within the hall and it is the responsibility of the hirer and the hirer's guests to obey this law. Failure to do so will mean ejection from the hall and the imposition of a fine from the local authority.
- 2. THE HIRER** shall, at all times, ensure that ALL emergency exits are kept clear and free of obstruction. The Fire Brigade should be called to any outbreak of fire, however slight, and details given to the Trustees. The Emergency Exits in the main hall are to be used for emergencies only and NOT to gain access to the Park area.
- 3. THE HIRER** will, during the period of the hiring, be responsible for supervision of the premises, the fabric and contents, their care, safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway and other vehicles. **NO VEHICLE** shall be driven beyond the official car park.
- 4. THE HIRER** shall not use the premises for any purpose other than that described in the Booking Confirmation email and shall not sub-let or use the premises, or allow the premises to be used, for any unlawful purpose, or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
- 5. THE HIRER** shall be responsible for supplying any information required by the Performing Rights Society under the terms of their licence as required by the Hall Trustees.
- 6. THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. The maximum capacity of 160 people in the Main Hall must not be exceeded.
- 7. THE HIRER** shall only use the Premises for Public Music and Singing/Dancing between the hours of 12.00 – 24.00 Monday to Sunday. **NO EVENING FUNCTION** shall last beyond the hour of midnight.

8. **THE HIRER** shall indemnify the Hall Trustees for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
9. **THE HIRER** shall observe all relevant food health and hygiene legislation and regulations if preparing, serving or selling food.
10. **THE HIRER** shall ensure that any electrical appliances brought by them to the premises and used there are safe, checked and in good working order.
11. **THE HIRER** shall ensure that the minimum of noise is made on arrival and departure to respect our neighbours.
12. **THE HIRER** shall ensure that no dogs other than assistance dogs are brought into the building.
13. If you are selling goods on the premises, you must comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.
14. Any Booking which involves working with children, young people and vulnerable adults must have Safeguarding policies in place for their protection. If requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).
15. **BOOKINGS** for Parties for children 12 years of age and under must have an accompanying number of adults at a ratio of 1 to 10. Birthday party bookings for ages 13 to 25 will be at the discretion of the Trustees.
16. **THE HIRER** must report all accidents involving injury to the public to the Trustees as soon as possible and complete the relevant section in our Accident Book. Any failure of equipment that belongs to the hall or is brought in by the Hirer must also be reported as soon as possible.
17. **THE HIRER** will be responsible for setting out all tables/chairs required. The tables and chairs should be returned to their original location in a clean condition, referring to the layout shown in the storeroom where needed.
18. **THE HIRER** is not permitted to use Dry Ice Machines, Smoke Machines, Bubble Machines or Snow Machines.
19. **THE HIRER** is not permitted to stick any Decorations/Banners on the wall using Bluetac, Sellotape or similar sticky materials.
20. **AT THE END** of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, unless directed otherwise. Please clear all your non-recyclable rubbish using the black sacks provided under the sink. Black sacks can be placed in the large waste bin outside. Please **DO NOT** put recyclable items in this bin (e.g. cans, cardboard, glass bottles). If possible, please take these away with you and recycle at home. If you cannot do this please place the items in a black sack and leave this in the kitchen. Empty bottles should be disposed of in the glass recycling bins in the outside area (or left in the crate provided if leaving the premises after 8pm). Any rubbish clearance that is required after the booking by the Cleaners will be charged and taken from the deposit money.
21. **AT THE END** of the hiring, the Hirer shall be responsible for checking all appliances in the kitchen are switched off where required and left in a clean condition. All crockery, etc should be washed and correctly stored.
22. **AT THE END** of the hiring, the Hirer must switch off all heaters in The Cheeserollers Room, switch off the heating in the Main Hall and leave the heating control in the Foyer set between 2 and 3.