

Hire Terms

THE COMMITTEE RESERVE THE RIGHT TO CANCEL/VARY BOOKINGS

1. The hirer must be an adult over 21, who will be responsible for the premises during the period and must ensure good conduct of all persons in the hall and surrounding area.
2. No part of the premises may be sublet.
3. The hirer shall accept responsibility for the cost of making good any damage caused to the premises or contents and for the loss of revenue that may occur due to damage. Missing equipment must be paid for.
4. Walls must not be defaced. Blu-tack etc. may only be used on wooden surfaces.
5. The PPL/PRS music performance licence held by the Hall only covers private events with ticket entry up to £20.
6. Any hirer charging for classes on a commercial basis must have their own Teaching Liability Insurance in place.

Safety Requirements

7. On arrival at the hall, the hirer must make themselves familiar with the fire exits and ensure the following policy is adhered to whilst the hall is in use. A schema in the Entrance porch gives fire extinguisher and fire exit locations.
8. The main entrance door must not be locked while the hall is in use.
9. There must not be any obstruction of emergency exits, signs or lights. Fire extinguishing equipment must not be moved except for use in case of a fire.
10. Fittings or electrical wiring must not be altered, fixed or removed and the use of multi adaptors, multiple extension leads and heating devices are restricted.
11. The following activities are forbidden on the hall premises: Contact sports, use of any inflatable device such as bouncy castles, use of trampolines, lighting fireworks and/or bonfires.
12. No furniture, equipment, liquids or other materials may be brought into the premises which would be likely to damage the floor or structure of the building by reason of weight, nature or otherwise.
13. Legal requirements regarding the provision of food and available/displayed allergen information must be followed.
14. Hirers are responsible for the safety and wellbeing of their attendees. We ask that you are particularly careful where children are involved.
15. Members of emergency services or the hall committee have the right to enter the hall without hindrance and inspect at any time.

Alcohol Sales

16. The hirer must be aware that if alcohol is to be sold as part of the hire agreement the hirer must strictly comply with the displayed time allowances for alcohol sales (Midday to 11.30pm). The hirer must ensure that all persons involved with the selling of alcohol are over 18 and adhere to the licensing law which includes the following.
 - Not selling alcohol to persons under the age of 18 by checking the ID of any person seeking to purchase alcohol who visually looks under 21
 - Ensuring that persons do not buy alcohol for others who are considered to be under 18
 - Not serving alcohol to any person who appears to be drunk
 - Not allowing drunken persons to remain at the premises
17. Consumption of alcohol is prohibited in toilet areas and outside the premises.

Leaving the Hall

18. The hall shall be cleared of visitors by the time specified in the hire, and by midnight in any case.
19. The hall must be left clean, tidy and in a fit condition for the next user. All rubbish is to be removed.
20. Tables and chairs should be left safely stacked against the walls, or if agreed, left in place for the next user.
21. On leaving the building, the hirer should ensure that;
 - All lights, heaters, power points, taps and the Kitchen water supply switch are turned off.
 - Internal doors and the kitchen hatch are closed
 - Hall Windows and all 3 external doors are closed and locked. (The window key is hung on the pin-board)
22. Unless agreed otherwise, the hirer is responsible for returning the entrance door key to a Committee member.

Date and times of hire.....

Purpose of hire/Group Name.....

Hirer's full name..... Hirer's contact details

Hirer's address.....

Hirer's signature..... Amount due..... Date paid.....