



1. Application for use of the hall must be made to the Booking Officer. The hirer will complete and sign the booking form and obtain a copy. No bookings can be accepted from any person under the age of eighteen years of age, and all bookings involving minors must have adequate adult supervision.
2. The committee or its chairperson reserve the right to refuse any application for the hire of the hall to any individual or to revoke any application for the hire of the hall granted without assigning any reason, provided a full report is made to the Committee at its next meeting. They also reserve the right for the Chairperson and or any member to be present at any function for which the premises have been hired. Any unauthorised use of the hall or infringement of these rules will result in the person/s or organisation facing expulsion from further use of the hall.
3. Unless otherwise agreed the Treasurer/booking officer all charges will be made in full in advance.
4. The person/s to whom the Hall is let shall be responsible for:-
  - a. its proper and orderly use and leaving it in a clean and tidy condition and for isolating all electric equipment, securing the premises at the conclusion of the let, and turning off all lights. Failure to observe these conditions may incur a retrospective charge.
  - b. Any damage or loss to the hall or its contents or equipment.
  - c. Music, which must be kept at an acceptable level so as not to cause a nuisance to neighbouring properties.
  - d. That when the stage is in use sufficient stewards must be made aware of the emergency exits and to ensure that all such exits are unlocked and unobstructed.
  - e. A no smoking policy is adhered to throughout the hall (smoke alarms are fitted) in the event of an alarm being activated all persons are evacuated from the hall and the authorities contacted.
5. Important, it is the responsibility of the hirer to make sure that they have adequate insurance cover should additional equipment/property damage/injury to persons or property. Any additional electrical equipment must be made known to the booking officer before the commencement of the letting. The failure to disclose this will lead to its removal or a retrospective charge being applied.
6. It is forbidden to buy or sell intoxicating liquors by the hirer, as the hall is a licensed premises with its own designated license holders.
7. Under no circumstances will the use, sale or possession of illegal substances be allowed.
8. For block bookings a key can be –provided at a nominal refundable deposit.