



## South Clifton Coronation Hall Conditions of Hire

1. The Coronation Hall has a Premise Licence under the Licensing Act 2003, which permits the use of the Hall for the provision of Regulated Entertainment in the form of Plays, Live Music, Recorded Music, Performance of Dance and Dancing. Where applicable, the Hirer shall comply with all conditions and regulations under the terms of the Premise Licence. A summary copy of the Premise Licence is displayed in the Hall and a full copy is available on request.
2. As the number of licences for the supply and sale of alcohol at the Hall is limited, the need for such a licence should be discussed with the Booking Clerk prior to hire. If required, the hirer is responsible for applying and obtaining a licence.
3. The hire period will include setting-up and cleaning-up time. Bookings should be a minimum of one hour and then ½ hour or part thereof.
4. During the period of hire, the Hirer will be responsible for:
  - the supervision of the premises,
  - the care of fabric and contents,
  - the behaviour of all persons using the premises, whatever their capacity,
  - the proper supervision of car-parking arrangements so as to avoid obstruction of the highway,
  - reporting any damage to the booking clerk as soon as possible.
5. The Committee gives no warranty that the Hall is legally or physically fit for any specific purpose. It is the Hirers responsibility to undertake an inspection of the Hall and its facilities to ensure that it is fit for the hirer's purpose and to undertake any necessary risk assessment for that use.
6. The Hirer shall not use the Hall for any purpose other than that specified in the Agreement and shall not sub-hire or use or allow the Hall to be used for any unlawful purpose or in any unlawful way.
7. It is the Hirers responsibility to ensure that there is no misuse of the facilities and that fire exits are identified, unobstructed and unlocked. Please see attached plan showing fire exits and position of extinguishers.
8. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
9. The Hirer shall ensure that any electrical appliances brought by the hirer to the hall and used there shall be safe and in good working order and used in a safe manner.
10. The Hirer shall ensure that the maximum number of people the hall is licensed for is not exceeded. At present this stands at 100.
11. No smoking is allowed on the premises.
12. The Hall can be booked between the hours of 08:00- 2400 Monday to Saturday and 08:00 – 23:00 Sundays (except for the performance of plays). For performance of plays, booking hours are 08:00 – 23:00 Monday to Sunday.
13. The Hirer acknowledges that the Hall is located in a residential area and shall ensure that music and entertainment provided at the premises shall not cause a nuisance to nearby residents and that a minimum of noise is made on arrival and departure. The hall's performance licence covers music and entertainment until 23:30.
14. The Hirer is responsible for ensuring that all lights, heaters and taps are turned off before they leave. Failure to do so may result in additional charges.

15. The Hirer is responsible for checking any crockery or utensils before use to ensure they are clean. Crockery and utensils should be washed and put away after use. Any breakages should be reported to the Booking Clerk.
16. The Hirer should provide their own tea towels and sharp knives, if required. These items are not provided due to health and safety concerns.
17. Any refuse should be bagged and put outside in the bin provided. Any excess and recycled items should be disposed of by the hirer.
18. The Coronation Hall Committee reserves the right to request a deposit in addition to the Hiring Fee. At its sole discretion the Coronation Hall shall be entitled to withhold repayment of such deposit in the event of the Hirer has failed to meet the Hirer's obligations under clause 4, 11, 14, 15, 16, and 17 of these conditions of hire. Withholding such deposit shall not preclude the Coronation Hall Committee from seeking such damages from the Hirer as may be appropriate for any breach of these Conditions of Hire.
19. The Hirer shall ensure that any activities for children or vulnerable groups comply with relevant regulations including the Children's Act 1989 and any subsequent legislation.

## Special Note for Hirer

20. The Hirer shall be responsible for making convenient arrangements with the Booking Clerk for access to the Hall. Any keys borrowed must be returned immediately at the end of the hire period. Keys **MUST NOT** be copied or lent to others.
21. The Hirer shall be responsible for leaving the Hall and surrounds in a clean and tidy condition, properly locked and secured and replace any contents temporarily moved from their usual positions. Failure to do so may result in additional charges.
22. All chargeable items hired should be returned in the same condition. The Committee is entitled to keep the deposit to cover any damage and/or breakages.

## Insurance

23. The Coronation Hall Committee has its own Public Liability insurance. The Hirer shall be responsible for making arrangements to insure against any third party claims, which may lie against the Hirer whilst using the Hall or car park.

## Cancellation of Hiring

24. The Coronation Hall Committee reserve the right to cancel the Hire in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid. The Committee shall not be liable for any costs incurred by the Hirer, resulting either directly or indirectly from the cancellation.
25. In the event of the Hall, or any part thereof, being unfit for the purpose for which it has been hired, the Coronation Hall Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
26. The Hirer may cancel the Hire up to seven days in advance of the date of hire without penalty by giving written notice. If the Hirer cancels within seven days of hire any refund is at the discretion of the Coronation Hall Committee. Regular users must give 24 hours' notice if they are not using a booked session. Cancellation after this time may incur costs (e.g. for heating already programmed) and therefore the session charge may still be required.
27. The Coronation Hall Committee reserves the right to refuse a booking without notice or to cancel this Hire Agreement at any time either before or during the term of the Agreement upon giving seven days' notice in writing to the Hirer. The Hirer shall be entitled upon such notice to reimbursement of any moneys paid relating to the cancelled Hire but the Coronation Hall shall not be liable to make any further payment to the Hirer.

*Updated – December 2025*