

CONDITIONS OF HIRING THE BALLIOL HALL. WEST HUNTSPILL

1. All applications for the hire of the Balliol Hall must be in writing on the appropriate printed form and forwarded, on completion, to the Booking Secretary. If this form is signed by a person on behalf of an organisation, that organisation shall be considered the Hirer and shall be jointly and severally liable hereon with the person who signs the form.
Hirers must be 18 years & over and must be present throughout the hiring period if minors are attending the function. Minors must be adequately supervised.
 2. All hire charges must be paid at the time of booking and no booking is confirmed until payment has been received and cheques cleared.
Cancellation Notice :- Regular bookings: permanent cancellation 4 weeks, single session within 24 hours of session. Occasional bookings one week. Notice or rent in lieu of notice MUST be given.
 3. No copyright dramatic or musical work shall be performed or sung without the license of the owner of the copyright being obtained. The Hirer shall indemnify the owner of the Hall against any infringement of the copyright which may occur during the hiring.
 4. **If alcohol is to be sold or if it is to be supplied for free but an admission fee is charged, or donations requested towards the cost of the alcohol, the Hirer must then obtain a Temporary Event Notice (TEN) from Sedgemoor District Council which must be shown to the booking Secretary before the event.**
 5. All conditions attached to the Public Entertainment licence for the hall shall be duly observed. A copy of such licence may be seen on application to the Hall Secretary and the hirer shall be deemed to have had notice of all such conditions.
 6. **The hiring of a hall facility does not entitle the hirer to use or enter the premises at any time other than the specific times for which the facility is hired, or to use any other part of the complex unless prior arrangements have been made with the Hall Committee. The Hall Committee reserve the right to cancel any booking without payment of any compensation to the hirer.**
 7. The hirer shall not sub-let the hall or any part thereof.
 8. **The hirer is responsible for all damage to the hall and to any property in the hall occurring during the period of the hiring or while persons are entering or leaving the hall pursuant to the hire, however and by whomsoever caused.**
Hirers should ensure that they have adequate insurance cover against any such claim
- ❖ **At the end of the hiring period the hall must be left in a clean and orderly state.**
9. The owner of the hall shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to the hall during the hiring arising from any cause whatsoever or for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the owner against any claim which may arise out of the hiring or which may be made by any person resorting to the hall during the hiring in respect of any such loss, damage or injury.
 10. The right of entry to the hall is reserved to the Balliol Hall Committee and any other agent of the owner and any Police Officer at any time during the hiring. The owner of the hall reserves the right to put a stop to any entertainment or meeting not properly conducted.
 11. The hirer shall be responsible that good order is kept in the hall during the hiring and the owner may, if he thinks fit, charge the hirer for any extra expense he may incur for engaging Police Officers to preserve order prior to, during, or after any entertainment or meeting in the hall.
 12. No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the hall nor shall any placards or other articles be fixed thereto.
Decorations etc may be fixed to the PVC strip around the rooms using 'Blu tack' only. Strictly NO Sellotape or similar tape to be used either inside or outside the Hall complex.
 13. Except by prior arrangement the property of the hirer and the hirers agent must be removed at the end of the hiring period or items will be removed and removal fees charged. The owner of the hall accepts no

responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, any property remaining unsold at the termination of the hiring will be considered the property of the hirer for the purpose of this condition.

14. No flags, emblems or other decorations shall be displayed outside any part of the hall without the previous consent of the Hall Committee.

The hirer shall remove any flag, emblem or other decoration displayed inside the hall if, in the opinion of the Hall Committee, it shall be unseemly or exposed the hall to any undue risk of fire or in the opinion of the owner of the hall or Hall Committee is likely to lead to disturbance or a breach of the peace.

15. **Fly Posting.** The hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Balliol Hall's Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
16. All scenery used for stage performances or the like must be fireproofed.
17. **No exits may be blocked and no chairs or obstructions placed in corridors. No fire appliances may be removed or tampered with.**
18. No additional lights or extension from the existing electric light fittings shall be used without the previous consent of the Hall Committee. Any electrical appliances brought onto the premises must be electrically safe and may not be left overnight except with prior permission from the Committee.
19. No part of the hall shall be used for the sale of carpets or furniture or real property by auction or otherwise by any professional body.
20. For the seating and dancing capacity of the Hall or School Room please refer to the current licensing conditions on the notice board in the foyer.

Functions where tables and chairs are used shall not exceed the number stated as in the licensing conditions. Persons and the hirer undertakes that these limits will not be exceeded but this only applies to functions within the format of the Public Entertainment licence.
21. Except by prior arrangement agreed by the committee, all events to cease at 11.45pm Monday to Saturday; and 10.30pm Sunday.
22. **With the exception of assistance dogs,** no animals or birds are permitted within the premises without prior consent of the Hall Committee. No animals whatsoever are to enter the kitchen at any time.

Note. For the purpose of these conditions the relevant terms apply:-

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| The Hall. .. | The Balliol Hall and Schoolroom and all associated annexes thereof including car parks and approach roads. |
| The Premises.. | As referred to in The Hall. |
| The Hall Committee.... | Persons elected to take charge of the affairs of The Hall. |
| The Owner.... | St Peter and All Hallows Church. |

Any complaints are to be made in writing to the Committee.

❖ **Prepaid meters have been installed for heating, also for electricity in the kitchen.**

- ❖ The white meter box for heating the Main Hall is sited near the thermostat in the Main Hall. The white meter box for the heating in the School Room is sited near the fire exit in the School Room.
Heating tokens last 1 hour
- ❖ Electricity for the appliances in the kitchen is paid for by tokens. The white meter box for kitchen power is in the wall cupboard above the dishwasher. **Tokens for kitchen power last 5 hours.**

Tokens for heating and power are available from the Booking Secretary.