



## CONDITIONS OF HIRE

- 1 The scale of charges may be varied without notice.
- 2 20%(1/5th) of the charge of the hire of the premises will be paid upon the booking of all functions and the Trustees will require the hiring charge to be paid in full prior to the event, unless previously agreed with the Booking Clerk. Only in exceptional circumstances will any refund be made.
- 3 No nail, screw or other thing shall be driven into any wall, ceiling, floor or other parts of the building, furniture or fittings, with the exception of facilities specifically designed for the purpose (e.g. display boards & easels).
- 4 Hirers will be responsible for ensuring that no disorderly conduct takes place and will also be required to pay for or make good, any damage to the premises or to the furniture and fittings therein whilst they are in possession. Damage to the surface of the floor, the Hall, Furniture or Fittings would be charged to the Hirer. Any contravention of this Condition may result in the Trustees refusing any further lettings to the Hirer.
- 5 The sale of alcohol in the building is forbidden.
- 6 The Trustees reserve the right to refuse any letting or to cancel any booking. The Hirer will be responsible for any loss incurred by him/her or others consequent upon such action by the Trustees. Any letting fee will be returnable in such cases if cancelled 14 days before the function.
- 7 **Hirers using the Kitchen facilities will be responsible for the cleaning of the Kitchen and work surfaces and for the removal of all waste. A charge of £10 per hour will be made against the Hirer if this Condition is not adhered to. Hirers are required to provide their own tea towel and dishcloth.**
- 8 INSURANCE. Any equipment or other items brought into the building by the Hirer at a function must be insured by the Hirer.
- 9 No alteration to the electrical points etc. should be made. All electrical equipment brought into the building by the Hirer must be tested and inspected in accordance with current electrical safety regulations and, where appropriate, carry a current test label. Any mechanical or electrical equipment must be approved in advance by the Booking Clerk.
- 10 Exhibition hirers may be asked to consider whether simultaneous bookings are acceptable. Any other shared lettings/sub-letting will be only permitted with the prior approval of the Bookings Clerk.
- 11 FIRE REGULATIONS. It is the responsibility of the Hirer that no more than 50 persons be allowed in the building at any function. The use of real flame, flammable decorations and artificial smokes are prohibited.
- 13 The Hirers hereby covenant with the Trustees to observe the foregoing Conditions.