

## STANDARD CONDITIONS OF HIRE

In these conditions and the schedule of special conditions the term Hirer shall also refer to and include any user for whom the Hirer has made the booking. (If the Hirer is in any doubt as to the meaning of any of the following, the booking secretary should immediately be consulted.)

1. The Hirer will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity, including supervision of car parking arrangements so as to avoid obstruction of the highway.
2. The Hirer shall not sublet or use the premises for any unlawful purpose or in any unlawful way nor do anything to bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
3. The Hirer shall be responsible for obtaining licences that may be needed for the consumption of intoxicating liquor and for the observance of the same and all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authorities, the Local Magistrates Court or otherwise.
4. The Hirer shall observe the Special Conditions set out below. If the Hirer is in breach of any of these, the committee reserves the right to immediately curtail the booking without recompense to the Hirer.
5. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property, including the surroundings thereof or the contents of the buildings during or as a result of the hiring. A special deposit of £150 is to be paid by the Hirer to the Committee who, within 28 days of the termination of the period of hire (normally within a week) will repay such deposit to the Hirer less the cost of rectifying any damage caused to the premises and/or the contents and surroundings thereof during or as a result of the hiring. In serious cases of damage or undue wear and tear caused to the premises and/or the contents etc. which cannot be easily rectified to the condition prior to hiring (e.g. damage to floor and work surfaces, tears to curtains) then the full deposit shall be forfeited. If such deposit shall be insufficient to meet the full costs, the Committee will expect to recover the difference from the Hirer. Hirers should consider insuring against these risks.
6. If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be at the discretion of the Committee.
7. AT THE END of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced. The building will be checked by a member of the Committee and the checklist completed before the deposit is refunded. If the building and surrounding area is not left in a clean and tidy condition, the Committee reserves the right to retain the special deposit or part thereof.

## SCHEDULE OF SPECIAL CONDITIONS

- a) The Hirer shall not allow into the premises more persons than are permitted by the Fire Authorities. At the present time, 160 are allowed for dancing, 104 for seated functions.
- b) The Hirer shall provide 4 stewards, each wearing identification, to attend the function to ensure that fire and other regulations are complied with.
- c) During the hiring, two exit doors shall be unlocked at all times and such additional doors as numbers attending shall demand according to Fire Regulations.
- d) The Hirer shall instruct the stewards to familiarise themselves with the Fire regulations and the premises, in particular the locations of the extinguishers and to ensure access to a mobile phone.
- e) The right of entry to the Hall is reserved to the agent of the Committee at any time during the hiring. The Committee reserves the right to appoint a steward to protect the Committee's interests at certain functions, and where such a steward is provided, an extra fee will be charged.
- f) All electrical equipment brought onto the premises must have been tested and labelled by a qualified electrician.
- g) The Committee is not responsible for loss or damage to any property of the Hirer or user or any person attending the premises as a result of this hire.
- h) The Committee, at its sole discretion, may refuse or curtail lettings.
- i) All hirings must be terminated by 12 midnight with the exception of Friday nights and New Year's Eve when hiring must end by 1 am. £5 will be deducted from the deposit for every 15 minutes that exceeds the period of hire.
- j) A "No Smoking" rule applies to the whole building. The fire alarm detectors are sensitive to smoke and also to the smoke used for discos.