

Bookings

- A booking is only confirmed when a signed booking form has been returned to the Bookings Secretary, together with any security deposit, if requested.
- The booking form can only be signed by anyone under the age of 25 at the discretion of the trustees.
- The hall must not be sub-hired to a third party.
- The Hall and the Committee room are hired as separate facilities and may be occupied by different users at the same time. Please be considerate of other users at all times.

Responsibilities of the hirer

The person signing the booking form ('the hirer') must be in continuous attendance throughout the function and in addition is responsible for the following:

- The supervision of the hall premises, fittings and equipment during the hire period.
- Reporting any damage or faults to the Booking Secretary as soon as possible.
- Ensuring that noise levels are not excessive and that no music is played after 11.30pm to meet the requirements of the Hall's Premises Licence.
- Ensuring that attendees at the function arrive at and leave the hall as quietly as possible.
- Ensuring that cars are parked considerately and do not obstruct the pavement at the front of the hall.
- Ensuring that the building is left secure after each hiring and that heaters, lights and water taps are switched off.
- Ensuring that the key is returned promptly to the Bookings Secretary or other nominated trustee as agreed.
- Ensuring that the hall is left in a clean and tidy condition. The hirer is responsible for providing tea-towels and bin bags, which must be taken away after the event, as there is no waste collection service at the hall.
- Obtaining the necessary licences for the function (see below).
- The Hall is not responsible for any loss or damage to vehicles or personal property whilst on the premises.
- No animals, including dogs (but excluding Guide dogs), are allowed in the Hall without specific permission from the Trustees.
- **The hirer must pay the invoice by the due date. The trustees reserve the right to charge interest on late payments.**

Licences and Insurance

- The hall is licensed for Public Entertainment. If the event is open to the public then the hirer is required to obtain additional licences for the sale of alcohol and the playing of recorded music. In addition regular users must register with Environmental Health if preparing or serving food (including drinks) on a regular basis at the hall.
- The fabric of the building is insured for all events but the hirer is responsible for obtaining insurance for their own event. The Trustees must be notified of all activities to be carried out in the hall and/or grounds and reserve the right to veto any activities which they consider to be inappropriate.

Health & Safety

- The hirer should be familiar with the hall's Health & Safety Policy, which is located in the kitchen.
- Any electrical appliances brought into the hall by the hirer must be in good working order and are used at the hirer's own risk.
- Smoking is not permitted anywhere on the premises.
- The hirer is responsible for ensuring that their guests/members/customers are made aware of the fire exits.

Damages

- The hirer will be held responsible for any damage to the hall or its fittings taking place during the hire period and will be asked to pay the cost of repair.
- If any of the rooms within the hall is left in an untidy or unclean state, the trustees reserve the right to make a charge to cover cleaning costs.

Cancellations

- The trustees reserve the right to cancel any bookings in the event of the hall being required as a Polling Station for a Parliamentary or local election or a bye-election or if health and safety issues prevent usage of the hall.
- If the hirer cancels a booking and the hall is not re-let, a charge of 50% of the booking fees may be made, at the discretion of the trustees.

Regular users

- Regular users must ensure that they notify the Bookings Secretary or Treasurer of any changes to their regular booking as soon as possible.