

## NORTH LEIGH WAR MEMORIAL HALL – CONDITIONS OF HIRE

1. These Conditions of Hire form part of an Agreement between the trustees of the NORTH LEIGH WAR MEMORIAL HALL CIO Charity no. 1175776 (hereinafter called the 'Committee') and the person named as the Applicant on the Hire Application form overleaf (hereinafter called the 'Hirer').
2. All applications for hire must be on the Hiring Application form, signed and returned to the Booking Secretary at the address shown overleaf, or emailed to bookings@nlmh.co.uk. A copy of the form will be returned to the Hirer, signed on behalf of the Committee as confirmation that the hiring has been or has not been accepted.
3. The time shown under 'Time To' in the dates required section will be the time by which the premises must be cleared up AND vacated. No activities are permitted on the premises after 22:30 (Sunday to Friday) and 23:30 (Saturday).
4. The person by whom this form is signed must be 21 years of age or older, shall be deemed to be the Hirer and shall be responsible for the observance of these Conditions of Hire AND due payment of all monies due to the Committee.
5. The Committee reserves the right to refuse any booking and is not obliged to give any reason for doing so.
6. The Committee for its part will do its best to ensure that the premises are clean and in good condition for the use for which they are hired and that heating, Lighting and kitchen appliances are in working order. If the Hirer is not satisfied with any of these items it must be reported to the Booking Secretary or Caretaker immediately.
7. If more than 3 months from the booked date the Hirer must pay at least 50% of the hire charge leaving the balance to be paid to the Booking Secretary no later than 14 days before the event. Regular users of the hall will be invoiced following the booked event.
8. The Hirer agrees to lodge with the Booking Secretary such Damage Waiver which the Committee decide to charge. The damage waiver must be provided as a separate cheque at the same time as the full or balance payment together with a stamped self-addressed envelope. The damage waiver cheque will be destroyed within 1 month of the booking, unless the Hirer requests its return, provided that no failure to comply with these Conditions of Hire has been identified as a result of this hire.
9. Any licences required by the Copyright Act shall be the responsibility of the Hirer who indemnifies the Committee against any infringement which may occur as a direct result of this booking.
10. The Hirer shall observe all relevant food and hygiene regulations if preparing, serving or selling food on the premises.
11. A licensed bar attached to the main hall is available for hire, subject to the Bar Application form being completed and accepted, otherwise the sale of alcohol on the premises is not permitted. The Committee reserves the right to charge 'corkage' on any alcohol brought onto the premises for consumption by the Hirer or anyone else attending the booked event.
12. The Hirer shall be responsible for maintaining good order and behaviour of all persons using the premises, including the garden and car park areas. The Committee reserves the right to terminate the hire at any time.
13. The Hirer shall ensure that the premises, including the toilets, are left in a clean and tidy condition and that all rubbish is put in bags and placed in the appropriate bin outside. In the event of failure to comply with this condition the Committee reserves the right to recover the costs of rectification from the Hirer and/or to refuse to return the damage waiver cheque.
14. The Hirer shall be responsible for any loss or damage to the premises or the equipment therein. The Committee reserves the right to make good any such loss or damage and if any costs are incurred in doing so the Hirer shall be liable to pay them on demand or the cost may be taken from any damage waiver cheque.
15. The Hirer shall be responsible for keeping all emergency exits and firefighting equipment accessible. Such equipment must not be removed from its normal position. Tables and/or seating must be arranged to take note of notices on layout and aisle width which are displayed in the hall. The Hirer shall ensure the emergency procedures for fire and evacuation are clearly communicated to those present at the start of the booked event.
16. At the end of each hiring, the Hirer shall be responsible for ensuring that the building is secure and the final exit door is deadlocked.
17. Sub-letting of the premises is not permitted, nor is any activity prohibited by UK law.
18. The Hirer shall be responsible for, and will indemnify the Committee against all liability for personal injury whether fatal or otherwise and all costs and expenses incurred in connection herewith.
19. The Hirer shall be responsible for, and will indemnify the Committee against all liability for loss or damage to property, other loss, damage and costs, however caused.
20. The Committee reserves the right to make a cancellation charge of 25% of the hiring fee where an approved hiring is cancelled between 12 and 6 weeks of the hire date or 50% of the hiring fee if cancelled between 6 and 2 weeks of the hire date. Where the cancellation occurs within 14 days of the hire date 100% will be charged. Any cancellation outside these times the Committee reserves the right to levy a 10% administration cancellation charge.
21. The Committee reserves the right to cancel any booking where the premises are required for a Polling Station or become unfit for the use intended by the Hirer or any other circumstance outside the control of the Committee. A full refund of the booking fee will be given; the Committee shall not be liable for any other losses incurred by the Hirer as a direct result of this cancellation.
22. The Booking Secretary will inform the Hirer where the keys may be obtained. The keys must be returned immediately after the hiring is finished unless other arrangements have been agreed. The loss or late return of the keys will render the Hirer liable for additional charges or loss of the damage waiver.
23. The Hirer shall be responsible for ensuring that the NO SMOKING policy is adhered to by all persons on the premises.
24. All animals, including birds, with the exception of guide dogs for the blind or hearing dogs for the deaf are not permitted on the premises.
25. The use of inflatable structures, e.g. Bouncy Castles and flammable items is strictly prohibited, Hirers must obtain the written permission from the Committee before using pyrotechnics and dry ice/smoke machines on the premises.
26. Hirers must ensure that any electrical equipment brought onto the premises meets current safety standards.
27. The Committee may impose any further conditions in respect to a particular booking as they may in their absolute discretion think appropriate.