

## Conditions of Hire

1. The Hirer will, during the period of the hiring be responsible for:

- Supervision of the premises, the fabric and contents
- Care against damage, theft and alteration
- The safety and behavior of all persons using the premises whatever their capacity
- Supervision of the car parking arrangements to avoid obstruction of the highway

2. The Hirer shall not use the premises for any other purpose than that described in the hiring agreement. The hirer shall not sub-hire use of the premises for any unlawful purpose nor bring onto the premises anything that may endanger the building, its fabric, contents and the lives of other people using the premises. The conduct of those using the premises will conform to the conditions in respect of any valid insurance policy covering the event. Alcohol may not be offered for sale.

3. The Hirer shall comply with the regulations and conditions made in respect of the building and type of event. Amplified music is not allowed, or any other excessive noise or such behavior, which might cause local residents in the area to be unreasonably disturbed.

4. The hirer shall comply with all the safety conditions specified in the Fire Risk Assessment and the General Risk Assessment, particularly in respect to ensuring BOTH the escape doors are unlocked all the time the hall is being used. Also any group which includes children must comply with the need to restrict the entry of children into the kitchen when it is in use. Attention is also drawn to the need to be aware of the fire action notice on the notice board and what to do in the event of a fire. Smoking is NOT permitted anywhere on the premises. The safety file is available to view in the rack on the kitchen wall.

5. The hirer shall indemnify the Jubilee Hall Trustees for the cost of repair or replacement following any damage done to any part of the property including the curtilage thereof and contents of the buildings during the period of hire.

6. At the end of the hiring the hirer shall be responsible for leaving the premises clean and tidy, ensuring that all electrical equipment is switched off and removing all litter to the appropriate wheellie bin with any food securely wrapped.

7. If the hirer wishes to cancel a booking and the Committee is unable to find a replacement booking, the original hirer could be asked to make a compensatory payment at the discretion of the Committee.

8. In the event of the hall being required for use as a polling station any booking would be cancelled and any remuneration returned in full.

9. The Jubilee Hall Trustees reserve the right to ask for all or part of the hiring fee before or on the day of hiring.

10. Keys may be collected by arrangement with the Booking Manager. Keys should either be returned to the Booking Manager or left in the Hall letterbox on leaving. If there are any queries, please contact the Booking Manager.

**CONTACTS** Hall Booking Manager: **Robert Wood: 01379 852535**