

Terms & Conditions for the Hire of the Farndon Memorial Hall

1. Making An Application

The application must be made to the Booking Officer or Caretaker of the Hall. The date & times of commencement & termination of the booking, including any preparation time, must be stated on the Application Form.

2. Payment

A non-refundable deposit of 50% of the total booking charge must be paid to confirm the booking. The deposit will only qualify to be refunded under the following circumstances:-

1. The application is not accepted by the Committee.
2. A cancellation is made giving more than 8 weeks notice prior to the date of the booking.

The balance must be paid no later than 14 days prior to the date of the function.

3. Provisional Bookings

Must be made direct to the Booking Officer or Caretaker & be confirmed by completion of an application form within 14 days of the form being received.

4. Order of Acceptance

Hire will be strict order of application. The Management Committee reserves the right to refuse bookings of any organisation without giving any reason, therefore & without prejudice to the generality of the foregoing will refuse bookings of any persons or organisations that wilfully disregard the Terms & Conditions or do any act detrimental to the Hall.

5. Facilities Hired

It is entirely the responsibility of those making the application to *ensure* that only the facilities hired are used.

6. Damage to Hall Property

The cost of making good any damage caused to the property, fittings, furniture, or equipment will be charged to the person or organisation nominally responsible for the booking during which the damage arises. 1

Immediately before a function the Caretaker will agree with a representative of the hirer on the condition of the parts of the Hall to be hired, any existing defects being noted on an appropriate form to be signed by both the hirer's representative & the Caretaker.

Immediately after the function the Caretaker will again agree with the representative of the hirer on the condition of the parts of the Hall that were hired. Any damage thus found will be made good & an account of the cost of making good will be rendered to the hirer when the work has been completed.

7. Property of the Hirer

Property of the hirer or anyone using the Hall in connection with the Hirers Booking. - The Management Committee of the Hall accepts no responsibility for property used or left on the premises at any time.

8. Licensing Laws

When alcoholic drinks are being sold at a public function, persons under the age of 14 years are not allowed on the licensed area of the premises.

9. Restrictions

Without prior agreement of the Caretaker, the following restrictions must be adhered to.

9.1 Signs, banners, or posters must not be stuck to any of the walls in the Hall.

9.2 No naked flames - eg. Candles, Tea Lights etc.

Any relaxation of these restrictions agreed by the Caretaker must be signed for under the Special Conditions section detailed on the Application Form overleaf.