

- **Age & Responsibility:** The Hirer, aged 18 or above, must be on the premises during the event and ensure compliance with all terms related to management and supervision.
- **Payment Conditions:** The hirer must pay their invoice to secure their booking. Once payment is made, the hirer will be supplied with the information required to access the room.
- **Cancellation:** Notification of cancellation should be made at least 7 days prior to the booking taking place to ensure a full refund can be issued to the hirer. Any cancellations made with less than 7 days notice will result in a 50% refund. The Park may cancel bookings in certain circumstances.
- **Supervision:** The Hirer is responsible for the premises, including safety, care, and behaviour of attendees, as well as car parking. Any damages must be paid for or repaired by the Hirer.
- **Use of Premises:** The premises must only be used for the agreed purpose. Sub-hiring, illegal activities, and bringing items that may endanger the premises or invalidate insurance are prohibited. Alcohol consumption requires permission.
- **Insurance & Indemnity:** The Hirer is liable for damage, claims, and costs arising from the use of the premises. The Park may ensure certain liabilities, but the Hirer must cover any excess and ensure appropriate insurance is in place.
- **Legal Compliance:** The Hirer must ensure compliance with laws related to gaming, betting, lotteries, music copyright, and safeguarding. Children must be restricted from age-inappropriate films.
- **Public Safety:** The Hirer must adhere to public safety regulations, familiarise themselves with fire safety procedures, and ensure all safety measures are in place during the event. Attendance should not exceed the Hall's capacity.
- **Noise & Behaviour:** Noise must be minimised during arrival and departure. Drunk or disorderly behaviour, the sale of alcohol to minors, and illegal drugs are prohibited.
- **Health, Hygiene & Safety:** Compliance with food hygiene laws is required if food is served. Electrical appliances must be safe and in good working order. The Hirer must report any accidents or equipment failures.
- **Catering:** Responsibility for any catering or food matters is not held by Ford Park Community Group, all responsibility remains with the catering provider or server.
- **Base Restaurant:** Unless a prior arrangement with Base Restaurant has been negotiated, the hirer is not to request additional equipment or utensils from the restaurant.
- **Restrictions:** Smoking is prohibited indoors, and flammable substances and unauthorised heating appliances are not allowed. Animals are only permitted with prior agreement.
- **End of Hire & Clean-up:** The Hirer must leave the premises clean and tidy, properly store all equipment, and secure the premises after use.
- **Road Access:** Vehicular access to the premises is restricted between 9am-10am every Saturday. If the hirer wishes to gain access to the premises in their vehicle, they must ensure that they arrive either before or after these times.

- **Alterations & Rights:** No alterations or fixtures may be made without written approval. The Hiring Agreement grants permission to use the premises but does not confer any tenancy or right of occupation.