

Marindin Hall Frensham Surrey

Conditions of Hire

Registered Charity No: 1184454

The Marindin Hall is a charitable incorporated organisation registered in England & Wales



By making a booking at the Marindin Hall you are accepting our Conditions of Hire.

1. All applicants wishing to hire the Hall must be over 18 years of age. The person who has made the booking and shall be considered the Hirer. Where a promoting organisation is named that organisation shall be considered the Hirer and shall be jointly and severally liable with the person who signs the Hiring Agreement.
2. A Booking is considered provisional until approved by the Hall Administrator and payment has been received. The hire charge must be paid at least fourteen days before the event. The booking will be confirmed and the **access code for the door** sent by email.
3. You may be asked to pay a deposit which will be returned to you as long as the Hall is left in a clean and tidy state. If not, the Committee reserves the right to retain part or all of your deposit.
4. Notice of cancellation of the hiring must be received by the Booking Secretary or Treasurer at least 14 days before the Hire Date, otherwise the full amount is chargeable.
5. **NO ALCOHOL** shall be sold during the hiring unless a Temporary Events Notice (TEN) for the Hall has been obtained by the Hirer. Details and application form can be found on the Waverley Borough Council website. There is a charge for this licence and WBC requires at least 10 days notice.
6. If the Hall is hired to facilitate the sale of goods, the hirer shall ensure that all laws and regulations affecting such sale are complied with.
7. The Hirer shall not sub-let or create any licence in the Hall or any part thereof.
8. The hire of the Hall does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the Hall is hired unless prior arrangements have been made with the Booking Secretary.
9. The right of entry to the Hall is reserved to the Committee or its representatives and any police officer at any time during the hiring.
10. The Hirer shall be responsible that good order is kept both inside and outside the Hall during and at the close of the hiring.
11. The Committee reserves the right to put a stop to any entertainment or meeting not properly conducted.
12. If you are hiring a bouncy castle, an inflatable or play equipment for use in the Hall you are advised to make sure that the company providing the equipment carries adequate insurance as the Hall's Public Liability insurance **DOES NOT** cover use of these items.
13. You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported. Our Safeguarding Policy is available to view and by making a booking you are confirming that you accept its terms.
14. The Trustees shall not be responsible for any loss or damage to any property arising out of the hiring nor for any injury which may be suffered by any person visiting the Hall during the hiring or for any loss due to any breakdown of heating, failure of supply of electricity/gas/water or other happening which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled, and the Hirer shall indemnify

the Trustees against any claim which may arise out of the hiring or which may be made by any person resorting to the Hall during the hiring in respect of any such loss, damage or injury.

15. If access to the Hall is affected by snow or ice the Hirer shall ensure that such access ways are rendered safe by snow clearance and/or by the application of sand and/or grit. There is a green grit bin in the lobby at the Hall.
16. No exits may be blocked, chairs or obstructions placed in the corridors or fire appliances removed or tampered with.
17. **NO UNDUE NOISE** should be caused in this residential neighbourhood, especially on departure from the Hall. All exit doors and windows are to remain closed while music is being played. Music must not be played after 11.30pm and all persons attending the Hall must disperse by midnight.
18. No additional lights or extension from the existing electric light fittings shall be fitted. Electrical power is available from power sockets. No adjustment shall be made to any part of the heating system except the adjustment of the thermostats.
19. No cars shall be parked in the private road behind the lay-by opposite and on the south side of the Hall, nor in such a position as shall obstruct access to this lay-by. There are extra parking spaces in the Recreation Ground about 200 yards from the Hall.
20. The Hirer is responsible (financially) for all damage to the Hall and to any property in the Hall occurring during the period of and arising from the hiring or while persons are entering or leaving the Hall, except damage caused by accidental fire and covered by the Trustees' Insurance Policy.
21. The property of the Hirer and his/her friends must be removed as soon as possible at the end of the hiring, and in the case of an evening hiring not later than 8 45am on the following day. The Trustees accept no responsibility for any property left on the premises after the hiring.
22. The Hall must be left in a clean and tidy state ready for the next hirer and all rubbish must be removed.

Use the Important Information for Hirers document to help you on the day.