

MINCHINHAMPTON COMMUNITY HALL
Tobacconist Road, Minchinhampton, GL6 9JJ

Terms and Conditions

****By making your booking online, you are accepting the following Terms and Conditions.****

Public Liability Insurance:

The User **must** hold **public liability insurance** of at least **£2,000,000** limit of indemnity. Users are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the Users to ensure that the premises are safe for the purposes for which they intend to use them. Users of Minchinhampton Community Hall are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the Users after the event.

NB. Please provide evidence of your public liability insurance.

The following information should be recorded:

- 1** Name, address and telephone number of person(s) injured
- 2** Exact time and place of the occurrence
- 3** Detailed description of accident or incident, including a description of any apparatus or equipment involved
- 4** Name, address and telephone number of any witness(es) to the accident
- 5** Signed witness statements should be obtained if possible

The hirer must notify the Administrator at the Hillcot, Cirencester Road, Minchinhampton, Stroud, GL6 9EQ, Tel: 01453 887419, email: n.j.williams@hotmail.com as soon as possible after the accident, but in any event within 24 hours. **Any apparatus or equipment involved must be retained for inspection.**

Equipment:

The user must ensure that anyone using the equipment is competent to do so prior to the event. Any damage or breakage to items must be paid for by the authorised user or their organisation. All tables and chairs should be put away at the end of your hire.

Cleaning:

All rooms are cleaned regularly, but not in-between every use, so we ask that you ensure that you leave the room clean and tidy for the next user. If you do not wish to clean at the end of your hire, there will be a charge of £20 for our cleaner to come in after your hire – please indicate on your booking form, if you wish to use this service. If at the end of your hire we feel the room has not been cleaned properly, we reserve the right to charge the hirer for any additional cleaning required.

Rubbish:

We ask that you take all your rubbish and recycling with you at the end of your hire.

Hire charges:

The Minchinhampton Community Hall reserves the right to refuse any subsequent application due to failure to comply with the above conditions and reserves the right of entry at all times.

Licensing:

The buildings are not licensed for public entertainment or for selling alcohol. You may provide alcohol during your hire, but you may NOT charge for it. You may show a film during your hire but you may not charge people to watch it.