

NEUADD BRONWYDD HALL

Charity Commission Reg. No. 523881

Terms and Conditions of Hire

Hirer's Responsibilities:

- To ensure all invoices are paid in full by the due date.
- **ALL RUBBISH MUST BE TAKEN AWAY BY THE HALL USERS.**
- The Hall and any areas used during the hire period must be left clean and tidy
- Shall make good or pay for all damage, including accidental damage to the fixtures, fittings and contents and for loss of contents.
- Putting out and returning all chairs and tables that have been used (60 chairs to be stacked in the main hall along the wall with the patio windows but NOT in front of the fire alarms).
- Tables and chairs that have been used must, if necessary, be cleaned before being returned to storage.
- All spillages must be clean up, a mop and bucket are available in the cleaning cupboard adjacent to the disable toilet, and must be returned empty and clean.
- Any cleaning equipment used from the cleaning cupboard must be returned after use. The dry mop must not be used on wet spills.
- No smoking or vaping in any of the Hall's rooms.
- No one is allowed on the stage unless prior permission has been obtained at the time of booking.
- Decorations can only be attached to the eye bolts and/or picture rail. No decorations are to be fixed to the walls or doors.
- The large curtains in the middle of the hall must only be drawn using the crank wheel on the side of the hall (**DO NOT PULL THE CURTAINS**).
- When the water boiler is used this must be left empty, clean and unplug from the wall socket.
- If the Hall's plates, mugs, cups and saucers are used these must be cleaned and returned to their storage cupboards. The dishwasher must be emptied after use. The Hall does not supply tea towels or cutlery.
- The Hall's screen, digital projector and PA system can only be used with prior permission of the Booking Secretary.
- Ensure that no animals (including birds) except assist dogs are brought into any area of the Hall without written permission of the Booking Secretary.
- Ensure that any equipment or electrical appliances brought into the Hall are certified safe and in good working order, and used in a safe manner.
- Ensure that any decorations used are not a fire hazard.
- Ensure that those attending the event are familiar with the fire exits and the Hall's Evacuation Plan (**See Neuadd Bronwydd Hall - Emergency Evacuation Plan in the 'Documents' page of the online booking site**)
- Ensure that cars are park only to the right of the hatched area, the hatched area must be kept clear and not obstructing the Cricket Club entrance.
- Ensure that any activities for children or vulnerable adults comply with current legislation and only fit and proper persons have access to such individuals. Child Protection Policies are the responsibility of the Hirer

- Must conform to the terms of the Hall's Premises Licence (**see Neuadd Bronwydd Hall – Premises Licence in the 'Documents Page of the online booking site'**)
- Ensure that users do not contravene the law relating to gaming, betting and lotteries, comply with all conditions required by the Licencing Act, particularly in connection with events which include public dancing, music, stage plays, films or similar entertainment taking place at the premises.
- Must ensure that any one bringing equipment into the Hall (e.g. bouncy castles) are fully insured in case of damage to the Hall. The Hirer is responsible for reporting any damage.
- In the event of a booking being cancelled, the hirer must notify the Booking Secretary as soon as possible. If this is less than 7 days before the booking date, the cost of the hire will still be payable unless there are extenuating circumstances / adverse weather.

Responsibility of the Hall's Management Committee:

- A member of the Hall's Management Committee will open and close the Hall on the day of hire and at the times specified in the booking. This does not apply to those organisations that have been given a key to the Building.
- The Hall's fire equipment and alarms are maintained in safe working order and inspected regularly and in compliance with current regulations and legislation.
- To handle all personal data associated with the Hirer in accordance with the Hall's Privacy Policy (**see Neuadd Bronwydd Hall – Privacy Policy in the 'Documents' page of the online booking site'**)

The Hall's Management Committee Reserves the Right:

- To cancel a booking, if necessary, at short notice, in the event of the hall being required, for example, as a Polling Station or as an Emergency Evacuation Centre. In such cases the hirer shall be entitled to a refund of any money paid.
- Of free admission for one or two Officers of the Hall's Management Committee to any function, for any period.
- To refuse any application for hire of the hall for any reason it considers sufficient.
- To pass on any costs or charges incurred as a result of the hirer leaving the premises in an untidy, dirty or damaged condition.
- Not to be held liable to the hirer for any resulting loss or damage in the event of the Hall, or any part thereof, being rendered unfit for which it has been hire.