

CONDITIONS OF HIRE

For the purpose of these conditions the term Hirer shall include the Hirers where appropriate where the hirer is an organisation Hirer shall mean the authorised representative as listed on the booking form.

Hall shall refer to Oddfellows Hall 4 Lifeboat Plain, Sheringham, NR26 8BG

Hirer shall respect the facilities provided and accepts they are a valuable resource to the community and agrees to leave the Hall in the same state as they found it including washing wiping and putting away any crockery and cutlery that may be used. Hirer shall remove all their rubbish on vacating the premises

Hirer shall ensure that any food and drink consumed on the premises be confined to the ground floor only.

Hirer is solely responsible for ensuring that all necessary licences for example public entertainment, alcohol sale or consumption gaming and lotteries and any others that the law requires have been secured prior to commencement of each period of hire. **Oddfellows Community Hall (Sheringham) Ltd shall take no responsibility for or give any advice on legal matters.** Hirer shall confirm to all regulations in force relating to health and hygiene legislation including the preparation, supply and serving of food and drinks during the period of hire

Hirer shall ensure that any and all electrical appliances brought onto the premises and used on the premises are PAT tested and safe to use.

Hirer shall ensure that they are aware of the location of fire extinguishers fire blankets and other safety equipment and etc. and are aware of evacuation procedures. Hirer shall ensure that all internal fire doors and external fire doors are closed and remain fully accessible at all times during the period or periods of hire.

Hirers shall ensure that where activities include the supervision of children or vulnerable people, all necessary checks have been made with reference to Disclosure and Barring Checks (formerly CRB checks)

Hirer shall ensure that the Hall is left vacant and in good order at the contracted time failure to do so may be subject to an additional charge.

Hirer shall ensure that any and all damage or defect whether accidental or otherwise is reported to the Hall Supervisor. The costs of remedying damage may be charged to Hirer.

Hirer shall ensure that the Hall is not used for any purpose other than that described in the hiring agreement. Hirer shall not sub-let the Hall or allow the Hall to be used for any unlawful purpose or in any unlawful way.

Hirer shall ensure that adequate insurance is in place to cover the property of Hirer against fire, theft or any other damage during periods of hire including when property is stored at the Hall outside contracted hire period including overnight.

Hirer shall during the entire period of hire be responsible for supervision of the Hall including the fabric and the contents including care, safety from damage and the behaviour of all persons using the premises whatever their capacity.

In the event of an emergency or mishap please telephone one of the Hall Supervisors whose telephone numbers are displayed at the Hall entrance or on the notice board outside.