

SALFORD PRIORS MEMORIAL HALL – CONDITIONS OF HIRE

1. During the period of hiring **the hirer** will be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including supervision of car parking so as to avoid obstruction of the highway. (Parking at owner's risk).
2. The Hirer shall **not sub-hire** or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without written permission.
3. The hirer shall be responsible for obtaining any licenses as may be needed for the sale and/or consumption of intoxicating liquor and only then with prior consent of the Management. Three (Tens) notices to be arranged by the Hirer and payment of £21 paid to SDC by hirer.
4. The hirer shall **comply with all conditions** and regulations made in respect of the premises by the Community Premises Licence, Fire Authority, Stratford District Council Particularly in connection with any event which includes public dancing, or music, or other similar public entertainment, or stage plays (See Community Premises Licence on the notice board in the Foyer)
5. The hirer will be responsible for the **costs of repair** or replacement of any damage or misuse to any part of the property or its contents including the curtilage thereof, which may occur during the period of hiring or use.
6. **Cancellation of bookings** - the repayment of any fee paid shall be at the discretion of the Management Committee.
7. The premises and surrounds to be left in a **clean and tidy condition**, any furniture, utensils or equipment temporarily removed from their usual positions to be properly replaced, and all rubbish disposed of in the correct bins, otherwise the Committee may decide that **the hirer** should forfeit their deposit, or pay a surcharge if a regular user. Full instructions for the disposal of rubbish are on the kitchen wall.
8. **Security.** The Hirer is responsible for the security of the premises and the property therein from the time the Hall is unlocked by the Hirer or any delegated person. This responsibility continues until the Hall is finally locked and secured by the Hirer and the keys deposited as instructed. The Hirer will fully comply with the Hall security procedure as issued to the Hirer, and displayed in the Hall Foyer. Failure to do so will cause the Hirer to be liable for any consequential loss or damage to the premises or property therein.
9. The Management Committee reserve the right to **cancel any hiring** in the event of the hall being required for the use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the hirer shall be entitled to a full refund of any fees paid.
10. In the event of the Hall or any part thereof being **rendered unfit** for the use it had been hired, the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
11. **Supervision.** The hirer, not being a person under 18 years of age shall be in charge of and upon the licensed premises during the whole time that they are open for public entertainment. The person in charge shall not be engaged on any other duties, which will prevent him from exercising general supervision.
12. There shall be a minimum of **2 persons**, neither of whom shall be less than 18 years of age, on duty in the premises when they are being used for public entertainments, including the person in charge. All persons on duty shall have been informed of the procedure to be adopted in the case of evacuation of the premises and shall be familiar with the fire fighting equipment available.
13. **Capacity.** The number of people on the premises including all staff and artists shall not exceed, for dancing/performance of stage plays/cinematographic exhibition, the number permitted under the Entertainment Licence granted in respect of the premises. **(See Premises License in the Foyer)**
14. No person shall be employed as a door supervisor at the premises unless they are registered with the **Warwickshire Door Safe Scheme**
15. Hours of opening are: **10.00 am - 1.00am the following day.**
Unless special permission issued by entertainment licensing authority, and agreed by the Committee.
Ensure that you keep strictly to all agreed times, especially closing times.
16. **Outbreaks of fire** The Fire Brigade shall be called to any outbreak of fire however slight and details thereof shall be given to the Secretary of the Hall Committee
17. **Means of escape.** All means of exit in the premises must be kept clear from obstruction and immediately available for instant free public egress.
18. **External emergency lights** will automatically switch **ON** during the hours of darkness..
19. The hirer is responsible for the **Health and Safety** of the occupiers of the premises at all times. Performances involving any danger to the public shall not be given.
20. **Explosive and flammable** substances. Highly flammable substances (including fireworks) shall not be brought into, or used in any portion of the premises, inside or out. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be brought into the premises without the consent of the Committee.
21. **Toxic materials:** Toxic materials or any cleaning compounds/materials shall not be brought in or used in any part of the premises. There is a register of all cleaning compounds kept and used on the premises.
22. No unauthorised **heating appliance** shall be used on the premises.
23. **Decorations.** The hirer following the event must remove all privately added decorations.
Do not attach any items or decorations to walls.
24. **Any music and vocals at the Premises shall be so controlled as to be inaudible within any neighbouring residential accommodation at all times.**