

TERMS AND CONDITIONS

- Use the online calendar to make your booking. **Your booking *must* include time for setting up and clearing away.** Access to the hall before the time given on your booking is not permitted and we ask that you leave promptly at the end. This allows for cleaning and maintenance when necessary and avoids any disruption of other events.
 - **This includes delivery of a bouncy castle or similar**
- For all casual hirers, ***fees must be paid at least 5 days advance.***
- The hirer is responsible for the collection and return of keys to the booking secretary - 9 The Brendons EX16 7BY.
- At least **five days' *Notice of Cancellation*** of hiring is required. In the absence of such notice the full hire charge is payable.
- Bookings for functions held by/for under 18's can only be made by an adult (not under 21 year of age) in person. The adult is also responsible, by prior agreement, for providing sufficient stewards to be present and to maintain order during all hire periods.
- The Person or Organisation hiring the premises is responsible for its proper and orderly use, for observing all legal requirements governing such use, for leaving the premises and its immediate surrounds in a clean and tidy condition, for ensuring that doors and gates are locked, windows closed and locked, all lights extinguished, and water turned off.
- The premises will be inspected regularly after each letting and the Hirer responsible will be liable for any damage done to the premises and its contents, or any breakage or loss.
- Under certain circumstances the committee reserves the right to cancel a booking – e.g. a general election, the need to call a public meeting or a community event. This will be kept to a minimum.
- The Committee or the Chairman acting on behalf of the Committee reserves the right to refuse any application for the hire of the premises, or to refuse admission to any individual without assigning any reason.
- **LOTTERIES:** The Person or Organisation hiring the Premises shall be responsible for seeing that the requirements of the Betting Gaming and Lotteries Act are strictly observed.
- **MUSIC, SINGING & DANCING:** The premises are licensed for Public Music, Singing and Dancing to take place as follows: Mon to Sun, between 10am and 11pm with live music Fri to Sun, between 10am and 11pm.
- **INTOXICATING LIQUORS:** Please refer to our alcohol policy on the documents tab
- **SAFETY REGULATIONS:** Nothing shall be done to endanger the Premises or contents, or person using the Premises, or conflict with the conditions or insurance policies relating thereto, and in particular:
 - No obstruction must be placed in gangways or exits.
 - Fire Appliances must be kept in their proper places and used for no other purposes.
 - No Fire entertainment -eg. Fireworks or fire eaters
- **PARKING:** Vehicles must not be parked on the pavements outside the premises, or in any way so as to cause an obstruction.