

Conditions of Let

Full responsibility for the building will fall both to the individual and the organisation booking the hall. They agree to: –

- Collect the keys as agreed.
- Leave the Hall clean and tidy.
- Put recycling in relevant bins and take away all other rubbish
- Report any damages / breakages.
- Leave the Hall secure and return the keys as agreed

To avoid damaging the floor stilettos and tackety boots must not be worn in the main hall. N.B. All Damages and Breakages will be charged.

Before a group can use the hall a member of the group must read the Fire Safety Procedures as displayed in the hall foyer. That group member is then responsible for briefing the other members of the group.

The briefing must include:

- The Emergency Plan
- The layout of the hall including the location of the emergency exits and fire safety equipment.
- Where the safety information about the hall is displayed.

Emergency Exits and Fire Doors:

- Access to emergency exits and corridors/passageways **must** be kept clear of any obstruction
- Fire doors must be kept shut **Electrical Equipment:**
- Any portable electrical equipment brought into the hall by the group must have a Portable Electrical Equipment (PAT) certificate.
- Electrical equipment must be switched off and where appropriate unplugged before leaving the hall.
- Any electrical equipment for use outside the hall must be discussed and approved by the hall committee in advance **Payment:**
- Other than hall group hire, a deposit payment of 25% may be requested at the time of booking to secure the booking. Full payment of the hire is expected 7 days before the hire date. If the hire is cancelled with 7 days or less notice, a 10% cancellation fee will be charged. Cancellation earlier than 7 days prior to the event will result in full repayment of the deposit

- For large functions (over 100 people) A deposit of £150 against damage is payable before the key is picked up to be returned after satisfactory inspection of facilities. Deposits and rentals should be paid into the Hall's bank account:
- Seil Island Hall Community Charity, sort code 82-67-04 A/C 70018905.