

St BRIAVELS ASSEMBLY ROOMS BOOKING -CONDITIONS OF HIRE

1. The number of persons on the premises must not exceed the 100 persons and no children under the age of 18 to be left unaccompanied and use of the premises is only licensed until 23:00h.
2. The Hirer is responsible for the orderly behaviour of persons using the Hall and for any liability arising from damage, loss or injury to persons or property whether through accidental or wilful misconduct or negligent acts or omission of any person connected with the hire of the Hall. Any damage or loss of keys, etc will be charged to the Hirer.
3. All Groups using the Hall are advised to arrange liability insurance covering their own activities. Individuals hiring for birthday parties etc. are advised to check with their own household Insurers as in the majority of cases such cover is automatically included under the standard household package insurance policy.
4. The Hall must be left clean and tidy and all rubbish, including bar and catering rubbish, resulting from the booking must be removed by the Hirer. Failure to do so would result in a cleaning charge. No rubbish or equipment should be left outside the Hall.
5. MUSIC AND DANCING is only permitted until 23:00h, unless an extension is arranged.

Please note that the hall "Fire Door" is strictly for emergency exit only and is not to be used for access, for ventilation or for smoking breaks. NB.

6. SALE OF ALCOHOL: The Hall is licensed until 23:00h. Therefore, last orders will be 22:50h. It is a condition of our licence that a Trustee must be present for the sale of alcohol to be made. We will ensure that this happens if you book our bar. Alcohol can be purchased by cash or cards (not by cheque).

NB: IT IS AN OFFENCE TO SELL ALCOHOL TO UNDER-18s AND BAR STAFF ARE REQUIRED TO ASK FOR ID (if you are lucky enough to look under the age of 25)!

7. SMOKING: It is against the law to smoke in the Hall.
8. CANCELLATION POLICY: If the Hirer cancels giving less than one month notice before the date of the event, the booking fee is non-refundable.
9. AT THE END OF YOUR EVENT: All lights and hot water must be turned off and ensure that all external doors are locked (please double check!)

10. EQUIPMENT: Rectangular Tables: in the cupboard in the café area near the courtyard door.

Chairs: in the cupboard in the café area near the door to the lobby.

Do not use any equipment stored in the other cupboards without prior permission.

China and Cutlery is available in the café area.

Access to the kitchen behind the café is not permitted unless previously booked.

11. Do NOT use Blue tack, drawing-pins or staples on the walls or woodwork.
12. If you open the sliding patio doors at the front, please make sure you lock them before leaving the Hall.
13. PLEASE have consideration for local residents and ensure that **you and your guests leave the Hall QUICKLY AND QUIETLY.**