



ST FRANCIS OF ASSISI TERRIERS

BOOKING AGREEMENT

By proceeding with your booking, you are deemed to have accepted the following terms and conditions for the hire of the hall.

TERMS & CONDITIONS OF HIRE

The Hirer shall be responsible during the period of hire for:

- Ensuring that the premises are safe for the purpose for which they intend to use them.
- Ensuring that the Premises are kept secure for the duration of the hire
- Supervision of the use of the Premises and the care of its fabric and contents
- Ensuring that the Premises (including foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy with rubbish removed from the site at the end of the hire. If there is enough room in the hall user wheelie bins these may be used, if not rubbish must be taken home.
- Ensuring that all equipment, chairs, and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights switched off, and the building secured, except for any facilities or room or public area still in use.
- Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance, and ensuring that any decorations used are not a fire hazard
- Ensuring that the “Emergency Exit” signs are kept illuminated
- Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner
- Ensuring that no Barbeques, LPG appliances or highly flammable substances are brought onto the Premises
- Ensuring that no animals (including birds), except assist dogs are brought into the building.

- Ensuring that they and their attendees recognise the fact that the Premises are situated in a residential neighbourhood and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night, and not playing music or making other sounds at inappropriate levels. All music is to finish by 11.30 p.m. in consideration of neighbouring properties.
- Ensuring that the maximum capacity of 100 is not exceeded
- Ensuring that there is no smoking in the Premises, in the garden area or in the vicinity of the entrances.
- Ensuring any accidents are reported to the Hall Manager.

Please note: Vehicles are parked at owner's risk. The space at the side of the hall is reserved for disabled users but may be used temporarily for unloading.

By making a booking, you are deemed to comply with our Safeguarding Policy, a full copy of which is attached to the notice board at the front door.