

### Terms and Conditions of Hall Hire.

1. The Hirers will agree to leave the hall clean and tidy after use and keeping the fire exit doors clear at all times.
2. Payment is to be made in full 7 days before the date of hire.
3. Once booking is confirmed with payment, a key safe code will be allocated. (Glitter is not permitted in the hall)
4. Hirers must remove all rubbish from the premises on leaving. (If rubbish is left anywhere on the premises a charge will be incurred by the hirer for removal) and your £50 deposit will not be refunded.
5. Hirers are to supply own tea towels.
6. Hirers of the hall will be responsible for any damage caused to the hall or its contents whilst in their care. Only electrical equipment provided by the hall to be used in the kitchens.
7. 7 Days cancellation notice is required to avoid cancellation charge.
8. The hall committee are not responsible for any loss of property or accidents to users.
9. Hirers to check operation of all lights prior to using the hall.
10. The outside areas directly in front of all exit doors must always be kept clear of obstructions.
11. The inside areas directly in front of all exit doors must be kept clear of all obstructions which may restrict their use.
12. The maximum number of people allowed at any one time is 100 (main hall) and 30 Jubilee Room.
13. Before leaving the hall, please ensure all doors and windows are closed and all lights are switched off. A charge will be made if any are left on.
14. Upon leaving the hall please return the key to the key safe.
15. If vehicles are to be left overnight, we request that they are parked in the Lower area of the car park.
16. The hall is a non-smoking area.
17. CCTV is in operation in the hall, Please see our CCTV policy.

On behalf of the Coronation Hall Committee thank you.

