

STANDARD CONDITIONS OF HIRE

If the hirer is in any doubt as to the meaning of the following, please immediately contact the Bookings Officer: swithlandmh@outlook.com

The nominated person hiring the Hall (The Hirer) shall be 25 years of age or over. The Hirer is responsible for ensuring that either they, or an alternative nominated person 25 years of age or over, are present on the premises throughout the hire period, and that the following Conditions of Hire are observed.

1. THE HIRER will, during the period of the hiring, be responsible for Supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
Car Parking — Please ensure that all vehicles at the Memorial Hall event are parked on one side of the road only. Preferably below the Memorial Hall away from the junction. This will enable the Service Bus to negotiate the junction easily and safely. Six Traffic Cones to be placed along the Memorial Hall Footpath during the hire. Cones to be found inside the Hall grounds.
2. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
3. THE HIRER shall be responsible for obtaining such licenses as may be needed whether for the sale or supply of alcohol or from the Performing Right Society and for the observance of the same.
4. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
5. THE HIRER shall pay the deposit within 14 days of their booking being confirmed, and all fees chargeable for the letting need to be paid no less than fourteen days prior to the event. Deposit amount is refundable, subject to the safe return of the Hall keys and on condition that no damage has been made to the Hall premises or furniture and fittings. Bank details with account name and invoice number need to be emailed and supplied within 30 days of your event to claim any deposit refund due.
6. THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property including curtilage thereof or the contents of the buildings which may occur during the period of the hiring, as a result of the hiring.

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7. THE HIRER shall indemnify the Committee against any claims arising from accidents whether fatal or otherwise, to any Agent of the Trustees or Management Committee, any Member of the Public and to any Third Parties caused, as a result of the hiring.
8. IF THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be in the discretion of the Committee.
9. AT THE END of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.
10. THE COMMITTEE RESERVES the right to cancel this hiring in the event of the Hall being required for the use as a Polling Station for a Parliamentary or Local Government election or bye election, in which case the Hirer shall be entitled to a refund of any monies already paid.
11. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
12. **The following regulations are to be strictly observed:**
 - No preparation may be applied to floors of the premises. Wipe spillages in the main Hall with a dry cloth only
 - No interference with the furnishings or fittings.
 - No defacement of walls or other parts of the building, fixtures or fittings by drawing pins, sellotape, nails, posters or the like.
 - The level of sound amplification in the premises during periods of entertainment should be limited such that it does not cause a nuisance to neighbouring properties.
 - The premises shall be vacated and made secure by MIDNIGHT without fail.
 - TAKE OWN RUBBISH AWAY.
 - No cars to be parked near the T-Junction
13. BOUNCY CASTLES

IF THE HIRER wishes to hiring a Bouncy Castle, it is the Hirers responsibility to obtain a copy of the Owners Public Liability Insurance and that it is up to date, it is a requirement the Hirer ensures they have event insurance to cover injury, damage or loss. The Committee can request to be provided with a copy of these insurances prior to the event. The Committee accept no responsibility for the Bouncy Castle, its use and the behaviour of your guests. Maximum height for indoor bouncy castle is 7 ft. Bouncy castles can not be delivered before your booking start time or collected after your booking end time as this may affect other event Hall bookings.

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14. HIRERS OWN ELECTRICAL EQUIPMENT

IF THE HIRER wishes to use any of their own 'electrical equipment' at the Memorial Hall for use with the Halls electrical supply, we require sight of 'Portable Appliance Test Results' for that equipment prior to the hire.

15. No smoking is permitted in the hall. Should anyone smoke, liability will rest with the Hirer and not the Memorial Hall Committee.

16. If the premises are being used for a business activity the Hirer shall ensure that adequate Public Liability Insurance is taken out by the Hirer with a Limit of Indemnity of at least £2,000,000.00