

## Tidenham War Memorial Hall and Recreation Ground

### Terms of use

In return for use of the premises, I/we undertake on behalf of the users to:-

- Pay the appropriate hire fees for the room(s)
- Make good any damage or loss which may be occasioned to the Hall or its property.
- Indemnify the Hall Management Committee against all claims in respect thereof or arising in any way out of the use of the premises hereby authorised which may be attributable to the negligence of the hirer.
- Conform to the terms and conditions of hire and the 'Hall bookings' conditions.
- Confirm having read and understood the 'Hall booking' conditions.
- Confirm they have read and understood the 'Fire Evacuation' procedure.
- Please Note: If you cancel your booking 14 days or more before the function, the whole fee will be returned. Cancellations giving less than 14 days notice will be charged.
- The Management Committee maintains public liability insurance against possible claims for negligence on the part of the Committee. Individuals or Organisers of groups using the hall should arrange their own public liability insurance if they wish to insure against claims against them.

The hall is a charity managed by unpaid volunteers. To ensure that we can continue to keep hire charges low, we politely request that all users leave the hall, kitchen, and toilets clean and secure following your event

### Please

- wash all tables used, stack, and secure using bungee cord
- wash, dry, and put away all kitchen items used
- drain urn, kettles, and coffee machine
- clean kitchen work surfaces and sinks
- clean toilets and hand basins
- spot wash floors as necessary
- sweep or Hoover all floors
- empty bins and replace bin bags in kitchen and toilets– please take your rubbish with you
- check for left items on and under stacked chairs, on kitchen surfaces or in fridge, on window sills, and behind toilets and pipes
- check all windows are closed and firmly locked
- turn off all lights
- lock external doors