



## STANDARD CONDITIONS OF HIRE

For the purposes of these conditions, the term hirer shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

- i. The hirer shall not use the premises for any purpose other than 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. The management reserves the right to refuse a booking if they deem it unsuitable for any reason within the law.
- ii. The Manor Rooms comprises the main hall, kitchen, courtyard garden and bowling green.
- iii. The hirer shall ensure nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- iv. The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority or Magistrates Court. **Please familiarise yourself with the location of fire exits and fire extinguishers**
- v. If preparing food or drinks in the kitchen the user shall ensure and observe all relevant food, health and hygiene regulations and legislation.
- vi. The hirer shall ensure that any electrical appliances brought onto the premises and used are certified safe and in good working order, using residual circuit breakers where appropriate.
- vii. The hirer is responsible for making themselves familiar with the fire regulations displayed. The hirer is responsible for ensuring the capacity of 100 standing / 60 seated in the main hall is not exceeded at any time. The Fire Exits are not to be obstructed.
- viii. The hirer shall be responsible for the cost of repair of any damage done to any part of the property or contents which may occur during the hiring period as a result of the hiring.
- ix. A deposit may be requested at the discretion of the Management Committee.
- x. Smoking is prohibited anywhere within the Manor Rooms.
- xi. The hirer will ensure that no footwear will cause damage to the floor in the main hall.
- xii. The hirer shall be responsible for ensuring they have their own insurance in place against third party claims. The village hall is insured against any claims arising out of its own negligence.
- xiii. The hirer must report all accidents involving injury to the public to a representative of the village hall as soon as possible, and complete the relevant section in the village hall's accident book located in the kitchen.

- xiv. Dogs are allowed in the Manor Rooms under specific conditions. Please refer to the notice on the noticeboard. No animals are to enter the kitchen.
- xv. The hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.
- xvi. Ensure no LPG appliances or highly inflammable substances are brought onto the premises.
- xvii. Ensure no excessive noise occurs; particularly late at night or early morning and between the hours of 11pm and 8am.
- xviii. Sellotape, drawing pins, Blu Tack etc, are not to be used to attach anything to the walls of the Manor Rooms as it pulls the paint off. Please talk to us if you want to fix anything up.
- xix. The Committee reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election. In which case the hirer shall be entitled to a refund of any monies paid.
- xx. In the event of the hall or any part of the premises being unfit for use for which it has been hired the Committee will, at its discretion, refund any monies.
- xxi. The Committee reserves the right to refuse a booking or cancel this hiring agreement on 7 days written notice to the hirer. In such a case the hirer will be entitled to reimbursement of hiring fees but the Manor Rooms Management Committee shall not be liable for any resulting direct or indirect loss or damages whatsoever.
- xxii. At the end of the hire the hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, including putting away any tables and chairs used and to take away their own rubbish. The kitchen should be left clean, tables wiped down, heating and lights turned off.
- xxiii. A decision by the Manor Rooms Management Committee or their appointed representative shall be final and accepted along with these rules as part of the conditions of hire.
- xxiv. A Child Protection Policy is in place and on our notice board.
- xxv. MRMC reserve the right to make to make a charge to hirers for any utilities i.e. heating, water and lights left on after hire
- xxvi. **Please save the Emergency Contact Number 07344 503111 in case needed during your hire**

**Trowse Manor Rooms, The Street, Trowse Newton, Norfolk NR14 8ST**

[www.trowsemanorrooms.org.uk](http://www.trowsemanorrooms.org.uk)

Updated October 2025 by Marion Catlin