

**TERMS AND CONDITIONS FOR HIRING OF THE MEMORIAL HALL**

**1. Hiring Arrangements**

- (i) The Memorial Hall Management Committee (Management Committee) the encumbrance right to refuse the hiring of the Memorial Hall (the Hall) to any person or organisation.
- (ii) The Hall will not be hired to any person under the age of 21 years old.
- (iii) The hall will not be hired for parties to people of 13 to 21 years old without prior special permission of the Management Committee.
- (iv) Payment and deposit payment will be payable as per the price list.
- (v) The person hiring the Hall will need to fulfil the attached form in regard of the supplying alcohol.

**2. Cancelling**

- (i) If the hirer of the hall is to cancel the hiring of the Hall before the date of the event or occasion he/she will be responsible for the whole cost of the hiring if the no alternative hirer for the hall is found. The Management Committee has the right to reduce the payment at their whim.
- (ii) If the Hall is damaged and is not in an appropriate state or adequate state for use for the hirer the Management Committee will not be responsible for any loss by the hirer but will reimburse any payment made by the hirer to hire the Hall or percentage of the payment if the hall was hired for part of the time and the use of the hall was impaired for the hirer for part of the time.

**3. Safety**

- (i) The hirer will be responsible for all the safety measures and emergency actions whilst in the Hall. Specifically the hirer has to ensure that a responsible person is present at all times during the hiring period and is familiar with the fire alarm, the emergency exits and the emergency processes in an emergency and the responsible person will be responsible for supervising the evacuating the building in an emergency.
- (ii) Ensure that all emergency exits are at all times clear and that they are not at any time obstructed in any way.

**4. Care of the Premises**

- (i) If the hirer finds any damage to the premises or anything in the hall after arriving at the all then he/she must inform the caretaker or a member of the Managing Committee at once or the hirer will be responsible for the damage.
- (ii) The hirer will be responsible for supervising the use of the Hall during the hiring period and for the supervising of the premises and content of the Hall to ensure that no damage is done in any way to the Hall or any part or anything within it.
- (iii) If any damage happens within the hiring period then the hirer must inform the caretaker or a member of the Management Committee at once.
- (iv) Attaching anything onto the premises with pins, glue or any other means is not allowed.
- (v) or anything within the Hall during the hiring period.
- (vi) It must be ensured that the Hall and the land around it is in a clean and tidy and safe condition following the hiring period and that everything within the hall has been kept in its rightful place. If not then the Management Committee will have the right to raise an extra payment.

**5. Use of the hall**

- (i) No event in the Hall shall continue after midnight.
- (ii) There is a restriction of 300 on the occupancy of any event within the hall.
- (iii) The hirer will be responsible for the behaviour of the people in the hall during the hiring period.
- (iv) The hirer will not allow the use of or any action in the hall that is illegal or allow anything in the hall that can cause danger.
- (v) The hirer will not do anything in the hall that is in contravention to the Premises Licence of the Hall; especially the selling supply and use of alcohol in the Hall. If consent is given by the Management Committee to supply or sell alcohol in the Hall then the consent will be conditional with restrictions attached to the consent.
- (vi) No animals are allowed in the hall excluding guide dogs and special consent from the Management committee.
- (vii) The exhibiting of posters or advertisements on the inside nor the outside of the Hall without the consent of the Management Committee.
- (viii) The keeping of items within the Hall outside the hiring period is not allowed without the consent of the Management Committee, and if consent is given to keeping any item in the Hall outside the hiring period the items will be kept in a place stated by the Management Committee. The Management Committee can demand that anything kept in the hall with consent to be moved at any time either to another place within the Hall or outside of the Hall entirely. No food can be kept in the Hall. Anything kept at the Hall will be at the hirers risk and the Management Committee will not be responsible for any loss or damage to the items kept in the Hall.
- (ix) No smoking is allowed in the Hall or any place outside the hall on its land.
- (x) No straw or straw bales are allowed in the Hall.
- (xi) No fireworks are allowed in the Hall. The igniting of fireworks within the Hall is not allowed nor the igniting of any fire outside the Hall on its land.