

HINTLESHAM AND CHATTISHAM COMMUNITY HALL

STANDARD CONDITIONS OF HIRE

Imposed by the Management Committee

1. **The hirer**, being over 21 years of age, will, during the period of hiring, **be responsible for supervision of the premises, the fabric and the contents, their care, protection from damage** however slight and the **behaviour of all persons** using the premises whatever their capacity.

This includes proper supervision of car-parking arrangements so as to avoid obstruction of the highway.

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 endanger the same or any insurance policies in respect thereof.

3. 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.

The hirer shall receive a copy of the **Fire Safety Instructions** for the building and will be responsible, in the event of fire or other emergency, for safe evacuation of occupants from the building.

4. **The hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property, fixtures and fittings.** This includes the removal of any of the contents of the building which may occur during the period of the hiring. Any damage must be reported to the management immediately.

5. 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 payment of all or part of the hiring fee shall be in accordance with the following table:

Cancellation period before the event:

30 days	Full charge payable
6 weeks	50% " "
8 weeks	25% " "
90 days	10% " "

6. At the end of the hiring, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, and any furniture or contents temporarily removed from their usual positions properly replaced, the hirer must ensure that:

- hire times for the function are adhered to
- table tops and kitchen surfaces are wiped clean
- the floor is swept and spillages removed
- all rubbish is placed in a dustbin liner and sealed up

The Committee shall be at liberty to make an additional charge or withhold the hirer's deposit if these conditions are not complied with.

7. 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.
8. The premises should be secured and locked at the end of the hiring.
9. Cars are parked at the owners risk, clothing and valuables taken into the premises are taken at the owner's risk.
10. The Management Committee accept no liability for personal injury caused to any person on the premises outside of the scope of its Liability Insurance.
11. Regular hirers wishing to store equipment within the building may do so only with the written agreement of the Management Committee. **Such equipment is stored at the risk of the hirer and the Committee accept no responsibility for any damage or theft of such. Insurance of such equipment shall be the responsibility of the hirer.**
12. No Smoking of any kind is allowed in the building.
13. A hearing induction loop system is fitted in the main hall and meeting room. Access to this system should be pre-booked with the booking secretary.

INFORMATION CONCERNING WEDDINGS AND PARTIES - LICENSED BAR

There is a permanent bar which is a facility of the hall and we ask that you obtain your drinks from the bar; wines, spirits and soft drinks can be ordered in advance on a sale or return basis.

IF YOU PREFER TO PROVIDE YOUR OWN TABLE WINE AND SHERRY THEN A CORKAGE CHARGE WILL BE MADE OF £50, BUT ALL OTHER DRINKS MUST BE PROVIDED THROUGH THE BAR. SHOULD YOU WISH TO PROVIDE ALL YOUR OWN DRINKS THEN A CHARGE OF £100 WILL BE MADE.

If the above conditions are not complied with then your DEPOSIT WILL BE FORFEITED.

The bar has a members club registration and as such is open to members during normal opening hours (7.30pm to 11.00pm).

You are most welcome to join the Social Club if you are not already a member.

A guest list must be given to the bar manager (to comply with Club rules) to enable your guests to buy drinks at the bar.

On Saturday evening the premises must be vacated by midnight unless with prior arrangement with the management.