

LETTERSTON MEMORIAL HALL

CONDITIONS OF HIRE

(If the Hirer has any doubts as to the meaning of the following, the Hall Secretary should be contacted immediately)

1. **THE HIRER** will during the period of 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 from 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. In periods of dry weather supervised use of the Hall field may be used as an overspill car park.
2. **THE HIRER** shall not sub-let or use the premises for any unlawful purpose or in any unlawful way not do anything or bring onto the premises anything which may endanger the same on any insurance policies in respect thereof not allow the consumption of alcoholic liquor thereon without written permission. The only exception to this is when alcoholic liquor is purchased from the authorised bar.
3. **THE HIRER** shall request written permission from the Hall Committee who will be responsible for the obtaining of licences and special insurance that may be required whether for consumption of intoxicating liquor, from the Performing Rights Society, or otherwise and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the Local Magistrates Court or otherwise or any dangerous event. It is to be noted that the Hall Committee is responsible for organising the provision of any intoxicating liquor that is offered for sale. During such occasions, alcoholic liquor may only be consumed if it has been purchased from the bar. It is also to be noted that any event that requires ventilation is not allowed. (During the recent refurbishment ventilation was not included and the County Council has advised that events such as Pig Roasts or the discharge of fireworks etc which require ventilation must not be permitted)
3. **THE HIRER** shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring.

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 re-payment of the fee shall be at the discretion of the Committee.

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.

THE COMMITTEE RESERVES the right to cancel any hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government Election or Bye Election, or any other function that the Hall Committee deems important, in which case the Hirer shall be entitled to a refund of any deposit paid.

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.

THE HIRER must not display/attach any items to any part of the building without the written permission from the Hall Committee Secretary.

4. **THE HIRER** is to be responsible for the provision of licensed door persons as approved by the County Council for any event arranged for private gain. Door persons are required in the ratio of two for the first hundred people attending the event and one per fifty afterwards.