1. All applications for the hire of the Hall must be in writing and on the attached form and forwarded on completion to the Booking Officer of the High Easter Village Hall Management Committee (the Committee).

2 The person by whom the form is signed shall be considered the Hirer and where an organisation is named on the form that organisation shall also be considered the Hirer and shall be jointly and severally liable herein with the person who signs the application.

3. The Committee reserves the right to refuse any application for the hire without giving reasons.

4. No person under 18 years of age may hire the-Hall without the signatures of four persons who undertake to be present at the 'Hirer's function, to act jointly and severally as surety for the Hirer, and who are acceptable to the Committee.

5. A combined booking and damage deposit of £50.00 must be paid at the time of booking and no engagement shall be booked until such payment has been made. In the event of the Hirer cancelling less than 6 weeks before the Hiring date no refund of the deposit shall be made unless the Committee shall hire the hall for the period booked by the Hirer to another party in which case the deposit paid shall be refunded to the Hirer. At the commencement of the hire this deposit will be regarded as the Hirer's damage deposit.

6. The full Hall hire charge must be paid not less than 2 weeks before the Hiring commences and will not be refunded if the Hirer cancels the Hiring within 2 weeks of the Hiring unless the Committee shall hire the hall for the period booked by the Hirer to another party in which case the charge paid shall be refunded to the Hirer.

7. All cheques offered as payment for deposit and balances shall be made payable to High Easter Village Hall.

8. No copyright dramatic musical or other work shall be performed without the permission or licence of the owner of the copyright and the Hirer agrees to indemnify the Committee against any infringement of copyright that may occur during the Hiring.

9. The Hall is fully licensed and bar facilities are available (see separate conditions).

10. All conditions attached to the public performances and dancing licences for the Hall shall be observed by the Hirer. A copy of the licences held may be inspected upon application by the Hirer to the Booking Officer and the Hirer shall be deemed to be aware and had notice of the terms and conditions of such licences.

11. Not more than 250 persons in all may be present in the Hall at any one time.

12. The Hire of the Hall does not entitle the Hirer to use or enter the premises at any other time than the specified hours for which the Hall is hired unless prior arrangement has been made with the Booking Officer.

13. If the keys to the Hall are collected before the Hiring is due to begin, the booking fees may be charged from the time the keys are collected.

14. The Hirer shall not sublet the Hall or any part thereof.

15. The Hirer at the expiration of the Hiring period shall leave the Hall and toilets in a clean and orderly state, in particular, sweep the Hall and stack the chairs three high around the Hall and in storage areas. If this condition is not observed to such an extent that the Committee has to employ cleaners or has to carry out more cleaning than is normal or might reasonably be expected in the circumstances then the Hirer shall be responsible for the cost of such additional cleaning.

16. The Hirer is responsible for the full cost of all damages to the Hall and the adjoining Car Park and to all property in the Hall occurring during the period of the Hiring or while persons are entering or leaving the Hall pursuant to the Hire however and by whomsoever caused.

17. A damage deposit of £50.00 shall be paid to the booking Officer at the time of booking which shall be refunded to the Hirer within one week after the Hiring on application by the Hirer provided that the Committee shall be at liberty to deduct therefrom the cost of replacement or repair in respect of any damage as above and the cost of extra cleaning as hereinbefore specified.

18. The Committee shall not be held responsible for any loss or damage to property arising out of the Hiring nor for any loss damage or injury which may be incurred by or be done or happen to any person resorting to the Hall during the Hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery failure or supply of electrical leakage of water fire government restriction or act of God which may cause the Hall to be temporarily dosed or the Hiring to be interrupted or cancelled and the hirer shall indemnify the Committee against any claim which may arise out of the Hiring or which may be made by any person resorting to the Hall during the Hiring in respect of any such loss damage or injury.

19. The right of entry to the Hall is reserved to the Committee and its Officers, employees and agents at any time during the hiring.

20 The Hirer shall be responsible for keeping good order in the Hall during the hiring.

21. No bolts, tacks, screws, pins or other like objects shall be driven into any part of the hall nor shall any placards or other articles be fixed thereto. In particular, great care must be taken of the wooden flooring and any spillages or breakages thereon shall be dealt with immediately.

22. The property of the Hirer and the Hirers agents must be removed at the expiration of the Hiring period.

23. The Hirer shall remove any flag, emblem or other decoration displayed inside the hall if in the opinion of the Committee or its agent it shall be considered unseemly or expose the Hall to any undue risk of fire or other peril or if in the opinion of the Committee or its agent it is likely to lead to a disturbance or breach of the peace.

24. No exits shall be blocked by chairs or obstructions placed in corridors or fire appliances removed or tampered with.

25. No additional lights or extension from the existing electrical fittings shall be used nor plug or sockets overloaded.

26. The Hirer shall be responsible for compliance with the statutory regulations, orders and bylaws that may apply or be relevant to the hiring.

27. **Public Liability Insurance**

High Easter Village Hall have Public Liability Insurance cover underwritten by Ansvar Insurance (Policy Number 2185442)

P.L. cover is available to charitable organisations, voluntary organisations, not-for-profit groups, and individuals using High Easter Village Hall when formally hired or loaned to them.

Any claim must be notified to High Easter Village Hall immediately. No reply other than acknowledgement will be sent until contact has been made with the insurers.

Full details of the policy with details of the excess and exclusions are available if required.